DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 3125.1A
APP
4 Apr 05

MARINE CORPS ORDER 3125.1A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FLYING HOUR PROGRAM (FHP) MANAGEMENT

Ref: (a) NAVSO P-3013
(b) MCO 1553.1B
(c) MCO P3500.14H
(d) "Marine Aviation Campaign Plan" (MACP) (NOTAL)
(e) "Marine Aviation Plan" (AVPLAN)
(f) OPNAVINST 3710.7T
(g) CNRF 7100.1B
(h) MCO P7300.19B
(i) MCO P4400.177D
(j) Joint Publication 1-02
(k) OPNAVIST 5442.4M

Encl: (1) FHP Administrative Chain of Command and Flow of Funds Diagram
(2) FHP OP-20 Display and Methodology Schedules
(3) Core Competency Resource Model (CCRM) Guidelines
(4) Marine Corps Sortie Based Training Program (SBTP)
(5) Marine Corps FHP Standardized Reporting
(6) Flying Hour Program Management Reports
(7) Active Component FHP Fiscal Comptroller Procedures
(8) Reserve Component FHP Fiscal Comptroller Procedures
(9) Glossary

1. Situation. This Order provides policy, guidance, and responsibilities for the execution of the Marine Corps FHP per the references.

2. Cancellation. MCO 3125.1.

3. Mission. Plan, execute, and manage an annual Marine Corps FHP for active (AC) and Reserve Component (RC) deployable and non-deployable squadrons that provides combat capable units and operational support to Marine Air Ground Task Force (MAGTF) and joint force commanders.

4. Execution

a. Commander's Intent and Concept of Operations. The primary responsibility of Marine commanders is combat readiness. Marine Corps flight operations management is composed of two elements: the Sortie Based Training Program (SBTP) and the Flying Hour Program (FHP). The SBTP is the commander's execution tool and the FHP is the budgeting tool. Commanders shall utilize all available resources to ensure their commands are trained per the current editions of the appropriate Type/Model/Series (T/M/S) Training and Readiness (T&R) manuals and the FHP is managed per this Order.

b. Concept of Operations. The FHP provides resources for Marine aviation to train in prescribed readiness areas, perform flights in support of required maintenance and logistics efforts, and conduct routine peacetime and deployed operations. It is imperative that the Marine Aviation T&R, Core Competency Resource Model (CCRM), SBTP, Marine Corps FHP and FHP reporting are completely integrated to validate the annual Marine Corps aviation readiness and flying hour requirements.

(1) Marine Corps FHP. The term "Flying Hour Program" refers to the allocation and obligation of funds from the Operation and Maintenance, Navy (O&M,N) and Operation and Maintenance, Navy Reserve (O&M,NR) accounts appropriated to the Marine Corps for the operation and maintenance of USMC aircraft. The Deputy Commandant (DC) for Aviation (AVN) (APP-2) validates Marine Forces peacetime tactical aviation training requirements with the T&R, CCRM and SBTP submissions and submits them to Chief of Naval Operations (CNO) headquarters staff (OPNAV) Flying Hour Program (Code N432D). OPNAV N432D incorporates the Marine requirements with the Navy's Fleet Response Plan (FRP) sortie based flying hour requirements into one OP-20 FHP budget exhibit. OPNAV N43 conducts program reviews and submits a balanced fleet (Navy/Marine Corps) aviation readiness requirement to OPNAV N80 Programming Division, for final submission to the Secretary of the Navy (SECNAV) Financial Management Branch (FMB). FMB submits the budget proposal to Congress. Once approved by Congress and signed by the President, the proposal becomes a Presidential Budget. Just prior to the fiscal year, the Navy's Total Obligated Authority is returned to FMB for distribution to the Navy's Budget Submitting Offices. The FHP has four Type Commander TYCOMs: Commander Naval Air Forces Pacific (COMNAVAIRPAC), Commander Naval Air Forces Atlantic (COMNAVAIRLANT), Commander Naval Reserve Forces (COMNAVRESFOR), and Commander Naval Air Forces Europe (COMNAVEUR). The FHP funds are passed to the respective TYCOM through Commander Fleet Forces Command, and Commander Pacific Fleet (COMPACFLT) first and then allocated to the MARFORPAC, MARFORLANT, MARFORES (MARFORs) in the form of an Operating Target (OPTAR). COMNAVRESFOR passes Marine Reserve OPTAR to the Naval site comptrollers under the management of the 4th Marine Aircraft Wing (MAW) Aviation Logistics Division Comptroller (ALD-C). The programming and obligation of O&M,N and O&M,NR funds through the Naval chain of command is a formalized administrative procedure outlined in reference (a) and depicted per enclosure (1). The Marine Corps FHP is funded in four categories or schedules: tactical aircraft (TACAIR), fleet air training (FAT), Fleet Air Support (FAS), and Reserves.

(a) Tactical Aircraft (TACAIR) FHP. The TACAIR FHP encompasses all deployable AC Fixed Wing, Rotary Wing and Tilt-Rotor squadrons. RC squadrons activated will be funded from the gaining MARFOR TACAIR FHP. Activated MARFORRES squadron's O&M,NR FHP funds unexecuted due to a squadron's mobilization will be returned to Commander Naval Reserve Forces Command (CNRFC) and FMB for reprogramming to the gaining MARFOR. Marine Aviation utilizes the CCRM integrated with the SBTP as the primary inputs for the TACAIR FHP requirement. USMC tactical aviation shall maintain T-2.0 average level training readiness to be prepared to rapidly and effectively deploy on short notice for OPLAN or contingency operations. Funding for the TACAIR FHP is displayed in the OP-20 Schedule A at enclosure (2).

(b) Fleet Air Training (FAT) FHP. The FAT FHP encompasses the Marine Corps Fleet Replacement Squadrons (FRS). This schedule is based upon annual FRS aircrew throughput requirements, published as the Marine Corps Pilot Training Rate in the annual aircrew Training & Education Command

(TECOM) Fiscal Year Training Implementation Plan (TIP), which is provided to OPNAV N782B as outlined in reference (b). OPNAV N782B publishes a requirements letter, which is provided to OPNAV N43 for programming in the OP-20. Funding for the FAT FHP is displayed in the OP-20 schedule B at enclosure (2).

(c) Fleet Air Support (FAS) FHP. The FAS FHP encompasses deployable and non-deployable AC Operational Support Airlift (OSA), Search and Rescue, and Marine Helicopter Squadron 1 (HMX-1) aircraft. FAS hours are calculated using historical operational, support and aircrew training requirements. Funding for the FAS FHP is displayed in the OP-20 Schedule C enclosure at (2).

(d) Reserves FHP. The Reserves FHP encompasses all deployable and non-deployable RC fixed wing, rotary wing and Tilt-Rotor squadrons and OSA aircraft. Reserve hours are calculated using the minimum aircrew readiness requirements and operational commitments. The 4th MAW CCRM, which will be complete in FY05, will be used to produce a modeled FHP requirement achieving the appropriate level of readiness. Funding for the Reserve FHP is displayed in the OP-20 schedule D at enclosure (2) under the total CNFRC requirement.

(2) T&R Program. The Marine Aviation T&R Program, reference (c), guides the development of unit warfighting capabilities by providing commanders with standardized programs of instruction for training all aviation aircrew through community T&R syllabi. These syllabi are based on specific performance standards designed to ensure units maintain proficiency in core skills and combat leadership. Aviation T&R models are used to standardize T&R Program methodology and to provide a direct link between aviation training, readiness, requirements, and resources. The two models used are the Core Competency Model and the CCRM.

(a) Core Competency Model. Also known as the Core Model, the Core Competency Model establishes the basic structure around which each T&R Program is created. It links community Mission Statements, Mission Essential Tasks Lists, core capability statements, core capability and combat leadership requirements. All community T&R Manuals follow the core competency model structure but the requirements and metrics are tailored to the specific needs of the community.

(b) Core Competency Resource Model (CCRM). The Marine Corps CCRM directly links the T&R Program with the USMC FHP and Status of Resources and Training System readiness reporting programs. The CCRM generates annual sortie and flying hour requirements (broken down by training, support, and operational hour category) for maintaining selected T-Level readiness ratings for each tactical aviation squadron. Each community's CCRM reflects the core model as defined in its respective T&R manual. See enclosure (3) for detailed CCRM information.

(3) Sortie Based Training Program (SBTP). The USMC SBTP concept was first introduced in the Marine Aviation Campaign Plan (MACP), reference (d), and will continue in The Marine Aviation Plan (AVPLAN) reference (e). The intent of the SBTP is to allow squadron commanders to develop an executable sortie based training plan that reflects their unit's training exercise and employment plan and T&R requirements to provide combat ready units for the MAGTF. The SBTP focus is on training to the core competencies of each T/M/S aircraft and emphasizes the units' core competencies over individual training

goals while wisely managing aircraft utilization. The standardized format for forecasting and reporting unit FHPs transcends previous SBTP models. The standardized Marine Corps-wide definition of a sortie, in accordance with reference (f), is detailed in enclosure (4), to include the aforementioned SBTP reporting formats and procedures.

(4) FHP Reporting. Standardization of USMC flying hour reporting is essential to accurately track FHP execution, which is used for future FHP planning and programming decisions. The goal of standardized reporting is to accurately track execution of hours by training, support, operational, and contingency category. Enclosure (5) outlines detailed FHP reporting procedures.

c. Subordinate Element Missions. FHP management requires the assignment of the following responsibilities.

(1) Deputy Commandant for Aviation (DC AVN). DC AVN is the HQMC Aviation Combat Element FHP advocate and is responsible for overall management of the USMC FHP, to include the following:

(a) Advocate USMC FHP requirements within the Department of the Navy's (DON) planning, programming, budgeting, and execution as well as oversight of Marine Forces FHP execution and reporting.

(b) Review MARFORLANT, MARFORPAC, and MARFORRES TACAIR, FAT, FAS, and Reserve submissions ensuring they meet Marine Corps requirements. Submit the AC FHP to OPNAV N-43 and submit the Reserve Component FHP requirement to CNRFC N-8.

(c) Provide MARFORs with a monthly FHP execution update, displaying hours, from both Naval Aviation Logistics Command/Management Information System (NALCOMIS) and OP-20 databases, broken down into training, support, operational, and contingency categories, as well as the cost per flight hour and hour per crew per month (H/C/M).

(d) Inform the Deputy Commandant for Programs and Resources (DC P&R) of shortfalls in funding which could adversely affect the Marine Corps FHP.

(e) Evaluate waivers for pilots unable to meet annual flying hour minimums.

(f) Act on all requests for waiver of Duty Involving Flight Denied (DIFDEN) status in cases where it is advantageous for MAGTF staff aviators to fly in support of operational flying units.

(g) Oversee the reprogramming of unexecuted activated 4th MAW unit FHP funds to the gaining AC MARFORs and act as USMC advocate to FMB and OSD during this process.

(2) Deputy Commandant for Manpower & Reserve Affairs (DC M&RA)

(a) Staff tactical aircraft squadrons at a manning level of 90 percent of Table of Organization in accordance with the MACP and funding assumptions within the OP-20. This policy will accomplish the following:

(1) Ensure that funded TACAIR billets are filled to the maximum extent possible.

(2) Provide consistency between reported manpower data, quarterly Operational Tempo reports, and authorized manning. The DON FMB tracks unit manning, and corresponding fiscal restrictions are made in the FHP to compensate for manning at less than authorized levels. Manning squadrons at authorized levels will ensure that no unnecessary decrements are taken within the FHP budget.

(b) Ensure all aviators assigned to MAGTF Headquarters and joint staffs are in a DIFDEN status.

(3) Deputy Commandant for Programs and Resources (DC, P&R). Serve as alternate point of contact for Marine Corps FHP on technical budget/fiscal matters. Assist Deputy Commandant for Aviation in adjudicating unresolved aviation budgetary issues.

(4) CG, TECOM

(a) Provide Marine Corps FRS requirements, in Replacement Aircrew equivalents for flight students per the Future Year Defense Plan TIP and total flying hour/sortie requirements, by T/M/S aircraft, to OPNAV N789 for use in the development of the FAT FHP.

(b) Maintain the CCRM ensuring its consistency with the current community T&Rs per enclosure (3).

(5) COMMARFORPAC, COMMARFORLANT. Function as the FHP resource sponsor, oversight authority, and TYCOM level representative, and shall:

(a) Review proposed MAW SBTP and authorize flight hour funding to support the approved MARFOR FHP.

(b) Effect liaison with Commander, Naval Air Forces and maintain responsibility for presenting, monitoring, and defending all budgetary actions to TYCOM/OPNAV/HQMC.

(c) Submit required reports to DC, AVN per enclosure (6).

(d) Facilitate the assignment of OPTAR grants to subordinate units and monitor and supervise the execution of those grants.

(e) Assist subordinate units in developing program requirements and determine actions to be taken when funds are inadequate to execute approved FHP.

(f) Approve all contracts involving manpower and contract maintenance in accordance with enclosure (7).

(g) Upon assuming OPCON of activated RC squadrons, request supplemental OP-20 O&M,N funds to support funding the FHP of those squadrons.

(h) Allocate funding for and report all activated RC squadron flight hours in accordance with enclosures (7) and (8).

(6) COMMARFORRES. Function as the Reserve FHP resource sponsor, oversight authority, and TYCOM level representative to CNFRC, and:

(a) Review Reserve FHP requirements and submit to HQMC (APP-22) prior to submission to CNRFC.

(b) Submit required reports to HQMC (APP-22) per enclosure (6).

(c) Ensure activated RC squadrons OPCON to MARFORLANT or MARFORPAC track and account for flight hours per enclosure (8).

(d) Facilitate assignment of OPTAR grants to subordinate units and monitor execution of those grants.

(e) Assist subordinate units in developing program requirements and determine actions to be taken when funds are inadequate to execute approved program.

(f) Approve all contracts involving manpower and contract maintenance in accordance with enclosure (8).

(g) Report all activated units' unexecuted flight hour funds to CNRFC and FMB for reprogramming per enclosure (8).

(7) CG, 1st/2d/3d Marine Aircraft Wing (MAW).

(a) Provide oversight on subordinate units' SBTPs and TACAIR FHPs to ensure they provide the sorties per aircrew required to attain the Core Skill Proficient (CSP) and combat leadership aircrew necessary to achieve a T-2.0 average level of readiness.

(b) Ensure participation in the TACAIR FHP is limited to the TACAIR squadron and augment pilots necessary to meet readiness goals and operational commitments. Ensure all TACAIR staff aircrew maintain readiness minimums prescribed in reference (f).

(c) Assign all first tour aviators to TACAIR squadrons for at least 2 years prior to reassignment within the MAW.

(d) Provide DC AVN (APP-2) annual unit SBTP projections and monthly execution data in accordance with enclosure (4).

(e) Perform accounting and reporting for OPTAR assigned by the TYCOM/MARFOR using the procedures in enclosure (7).

(f) Endorse requests for waivers of the minimum flying requirements for those aviators not able to make annual flying minimums.

(g) Monitor the FAT FHP requirement and execution for assigned Fleet replacement squadrons.

(h) Provide a quarterly status of funds report by fund code, authorization, obligation, and balance to the MARFORs.

(8) CG, 4th MAW

(a) Manage reporting for OPTAR assigned by CNRFC N-8 using the procedures in accordance with reference (g) and enclosure (8).

(b) Ensure all site comptrollers/squadrons report data to CNRFC N-8 per reference (g). Provide reporting per enclosure (6).

(c) Ensure Monthly Flight Hour Cost Report (FHCR) numbers match between all site comptrollers, G-3 and NALCOMIS. Submit required reports to HQMC (APP-22) per enclosure (6).

(d) Ensure all contracts involving manpower/contract maintenance receives CNRFC N-8 approval in accordance with reference (g).

(e) Report unexecuted flight hours for all activated units to CNRFC N-8 for reprogramming and ensure all activated units attached to a MARFOR track and account for flight hours per enclosure (7).

(f) Assist subordinate units in developing program requirements and determine actions to be taken when funds are inadequate to execute approved program.

(g) Review Reserve FHP requirements to maintain unit readiness to meet required training and support requirements.

(h) Ensure activated squadrons attached to MARFORLANT or MARFORPAC track and account for flight hours per enclosure (7).

(9) Commander, Marine Corps Air Bases East; Commander, Marine Corps Air Bases West, and Commander, Marine Corps Bases Japan

(a) Provide annual FAS flying hour requirements to the Commander Marine Forces Atlantic/Pacific.

(b) Receive funding from MARFOR and distribute to air station commands as required.

(c) Provide financial management reports to the MARFOR.

(d) Provide a weekly status of funds report by fund code, authorization, obligation, and balance to the MARFORs.

(10) Commanding Officers (CO), Marine Aircraft Group (MAG)

(a) Monitor unit STBPs and TACAIR FHP planning and execution. Monitor FAT, FHP planning and execution if applicable.

(b) Ensure all FHP funds are expended in accordance with reference (h) and enclosure (7).

(c) Ensure squadron’s Budget OPTAR Report (BOR) inputs and NALCOMIS flight hour totals match on a monthly basis. Report initial disparities between the BOR and NALCOMIS flight hours to MAW G-3/Comptroller Aviation Logistics Department.

(d) Provide accurate SBTP projection and execution data in accordance with enclosure (4).

(11) CO, Marine Aviation Logistics Squadron (MALS)

(a) Ensure all Operational Functional Category (OFC) funds received from the MAG fiscal officer are administered properly by the MALS Aviation Supply Officer (AvnSupo) in accordance with applicable directives and enclosure (7).

(b) Ensure the AvnSupo has established positive controls to avoid the over-obligation or over-expenditure of funds.

(c) Ensure all contracts involving manpower/contract maintenance receives MARFOR approval in accordance with enclosure (7).

(d) Ensure squadron's BOR and NALCOMIS flight hour totals match on a monthly basis and ensure any discrepancies are corrected prior to totals going forward to the MAW G-3 and TYCOM.

(12) CO, Squadron

(a) Plan and execute unit SBTP to maintain the requisite number of CSP and combat leadership aircrews for T-2.0 readiness levels per unit T&R Core Competency Model.

(b) Ensure aircrew log flight hours per enclosure (5).

(c) Ensure the operations chief and maintenance analyst reconcile unit flight hour totals daily, ensuring that the BOR and NALCOMIS data match exactly. Any discrepancies are to be corrected prior to the totals going forward to the MALS Analyst and MAG fiscal department.

(d) Provide accurate SBTP projection and execution data in accordance with enclosure (4).

(13) CO, Reserve Site

(a) Ensure all FHP funds are entered and obligated in Fund Administration and Standardized Data Automation (FASTDATA) before releasing into supply system in accordance enclosure (8).

(b) Ensure squadron flight hour Cost Report (FHCR) and NALCOMIS flight hour totals match on a monthly basis and provide an accurate submission of monthly flight hours to the site comptroller.

(c) Provide annual SBTP projection and monthly execution data in accordance with enclosure (4).

5. Coordinating Instructions

a. Records Disposition. All FHP reports shall be maintained by DC, AVN and MARFOR staff agencies for a period of 5 years.

b. Change Recommendations. Submit all recommendations concerning this Order to DC, AVN via the appropriate chain of command.

6. Administration and Logistics. Format for all required reports is in enclosure (6). All execution data within the required reports will be taken from the OP-20/FHCR, official budget document for the FHP. However, it is paramount that the OP-20 numbers match exactly with those in NALCOMIS for proper representation of USMC requirements to the OPNAV staff and accurate tracking of FHP execution.

7. Commands and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

W. L. NYLAND
Assistant Commandant of the
Marine Corps

DISTRIBUTION: PCN 10203181000

Copy to: 7000260 (2)
7000144/8145001 (1)

Flying Hour Program Administrative Chain of Command
and Flow of Funds

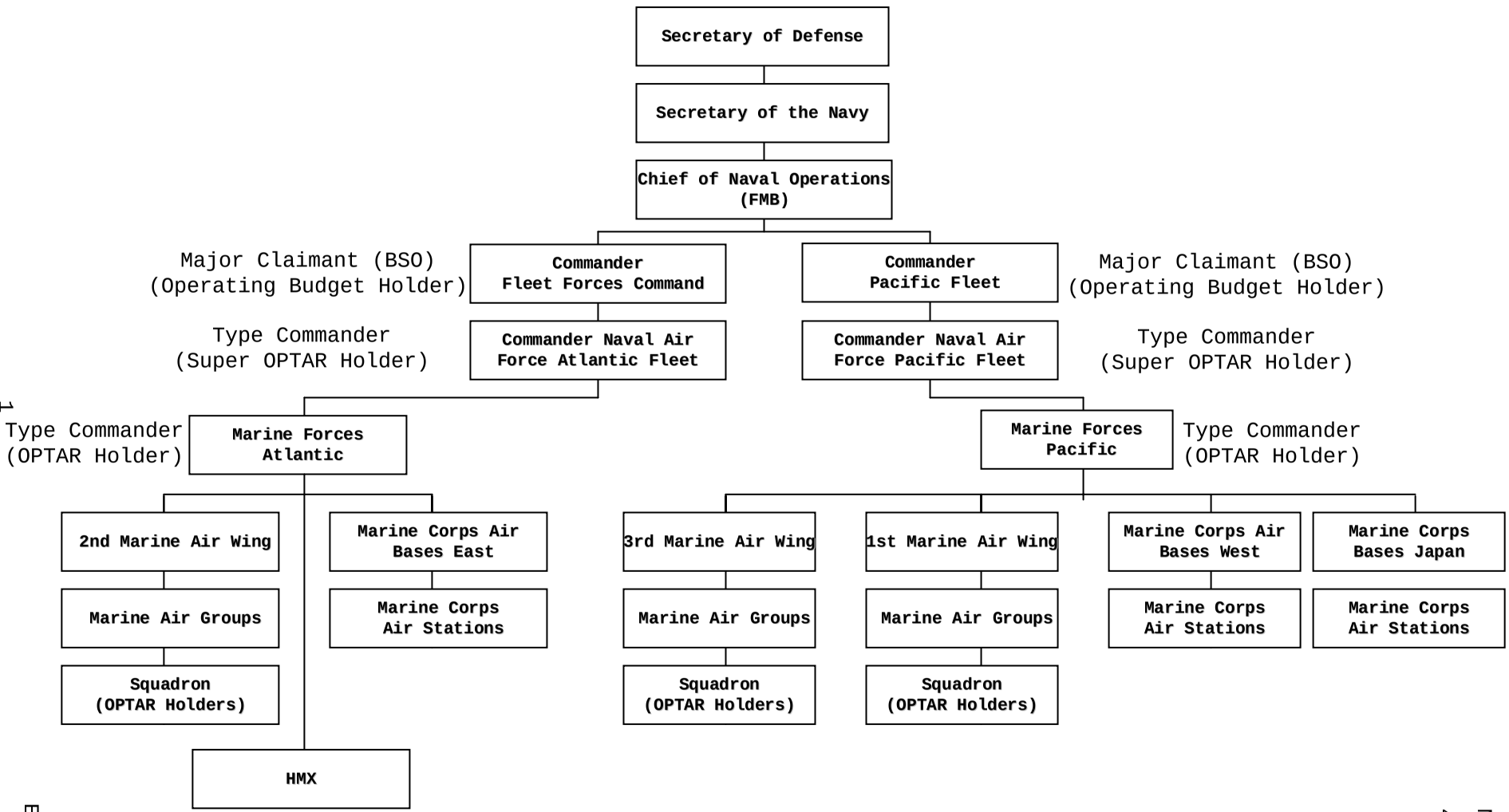

Figure 1-1.-- MARFORLANT/MARFORPAC Flow of Funds.

MARFORRES Flying Hour Program Administrative Chain of Command and Flow of Funds

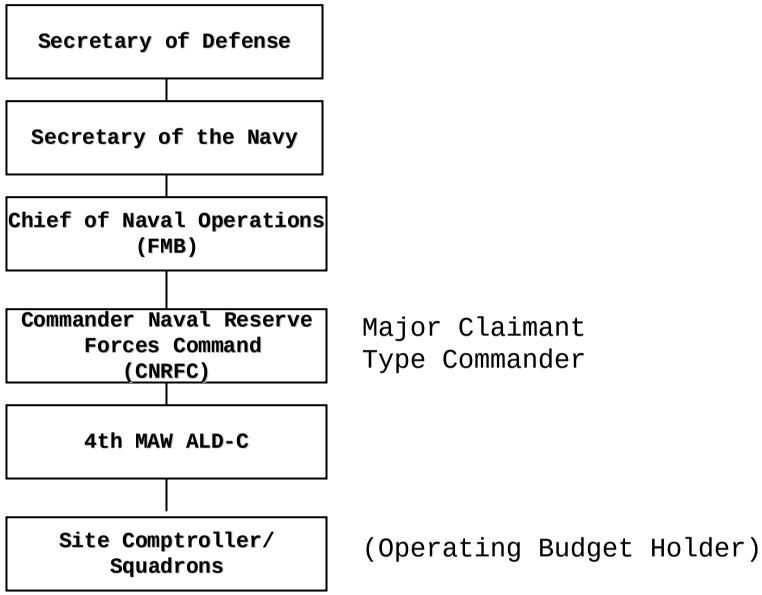

Figure 1-2.-- MARFORRES Flow of Funds.

FHP OP-20 DISPLAY AND METHODOLOGY SCHEDULES

1. General. The FHP OP-20 display and main methodology categories are for: Tactical Aircraft; Fleet Air Training (FAT) OP-20 Methodology; Fleet Air Support (FAS) OP-20 Methodology, and Reserve Defined Methodology. OP-20 is a Department of the Navy (DON) planning document published by OPNAV N43 for the Flying Hour Program (FHP) several times per year to establish the annual flying hours by Type/Model/Series, which is used for FHP funding and fleet planning. Requirements are computed by using the Core Competency Resource Model (CCRM) and revised with MARFORS input.

a. Display. The OP-20 display and methodology schedules (not including Tactical Aircraft) are determined by the following standard criteria: FY; Schedule; LANT/PAC/; TMS; Crew to seat ratio; crews; aircrew manning factor; budgeted crews; req hours/crew/mo; total hours required; total hours actual; actual cost per hour; total cost actual; actual hours/mo/crew and percent required hours funded. Additional information on OP-20 display is in the following paragraphs.

b. Methodology. The OP-20 shows: required hours, budgeted hours, crew seat ratios, force structure, budgeted hours computed as a percentage of requirement; cost per hour by T/M/S; total costs by budget line item; and total T/M/S costs.

2. Specific Aircaft. Those aircraft, i.e, tactical, which serve a mission-essential function will have a separate display and determined by the methodology determined below:

a. Tactical Aircraft (TACAIR) OP-20 Methodology, by year, schedule, LANT/PAC/Type/Model/Aircaft. See figure 2-1.

(1) FY 2003 Final. Indicates the fiscal year of the display and the nature of the submission.

(2) Schedule "A", TACAIR/ASW. Indicates the purpose of the funding. In this case the funding is for the operation of TACAIR squadrons and the training of associated squadron, augment (staff), supervisory, and MAWTS crews.

(3) LANT. Indicates the claimant (command funded), in this case, MARFORLANT.

(4) TMS. This column displays each aircraft by T/M/S for which funding has been budgeted.

(5) Number of Aircraft. This figure is based on forces programmed in the Aircraft Program Data File (ADPF). Funding is based on primary mission aircraft authorized (PMAA) as reflected in that document. This number will be an average if the number of aircraft authorized changes during the fiscal year.

(6) Crew Seat Ratio. This column is a constant and is computed by dividing T/O pilots by PMAA and multiplying by .9, since funding is programmed for 90 percent of T/O.

(7) Crews. This number is computed by multiplying the number of aircraft times the crew seat ratio. This number should represent 90 percent of the T/O number of crews.

(8) Aircrew Manning Factor (AMF). It will be determined based on current actual manning. This number represents the current percentage of T/O that is actually manned. If actual manning is less than 100 percent of authorized, this number will be less than 1.000.

(9) Budgeted Crews. This column represents the number of aircrew funded.

(10) Req Hrs/Crew/Mo. This number represents the total hours required per month to keep an aircrew core capable. These hourly requirements are determined by the CCRM, and include Training and Readiness (T&R) syllabus requirements.

(11) Total Hours Required. This number is calculated multiplying the number of crews, multiplied by the hours/crew/month, multiplied by 12.

(12) Total Hours Actual. This number is a function of hours flown in the fiscal year.

(13) Actual Cost Per Hour (CPH). This number represents the total executed CPH and includes fuel CPH, maintenance CPH, Aviation Depot Level Repairable (AVDLR) CPH, and contract maintenance CPH.

(14) Total Cost Required. This number is computed by multiplying the total hours required by the CPH.

(15) Total Cost Actual. This number is computed by multiplying the total hours flown by the CPH.

(16) Actual Hours/Mo/Crew. This figure represents the monthly execution of hours per crew for the fiscal year. It is computed by dividing actual hours by crews divided by 12.

(17) Percent Required Hours Funded. This column represents the percentage of total required hours funded. It is computed by dividing the total hours funded by total hours required and then multiplying by 100.

OP-20 DISPLAY AND METHODOLOGY
SCHEDULE “A”, TACAIR/ASW

FY 2003 FINAL

CFFC													
TMS	NUMBER OF A/C	CREW SEAT RATIO	REQ'D CREWS	AMF	BUDGETED CREWS	REQ HRS/ MO/ CREW	TOTAL HOURS REQ	TOTAL HOURS ACTUAL	ACTUAL COST PER HOUR	TOTAL COST REQ	TOTAL COST ACTUAL	ACT HRS/ MO/ CREW	%REQ HRS FUNDED
AV-8B	48	1.4	67.2	0.965	64.875	15	11677	13443	4897.82	57.192	65.841	17.27	115%
CH-46E	72	1.1	79.2	0.999	79.121	22	20887	17372	3415.6	71.342	59.336	18.3	83%
CH-53E	32	1.1	35.2	0.97	34.144	22	9013	8333	7165.88	64.586	59.713	20.34	92%
KC-130F	8	1.6	12.8	0.95	12.16	35	5106	2956	2981.13	15.222	8.812	20.26	58%
KC-130R	4	1.6	6.4	0.95	6.08	35	2554	2470	1662.3	4.246	4.106	33.85	97%
AH-1W	36	1.1	39.6	0.95	37.62	21	9480	8777	3033.55	28.758	26.625	19.44	93%
UH-1N	18	1.1	19.8	0.95	18.81	21	4740	4761	2189.45	10.378	10.424	21.09	100%
FA-18D	36	1.42	51.12	0.95	48.564	25	14568	12855	4919.59	71.669	63.241	22.06	88%
FA-18C	24	1.42	34.08	0.95	32.376	25	9713	11812	3412.7	33.148	40.311	30.4	122%
FA-18A	24	1.42	34.08	0.95	32.376	25	9713	7806	5294.66	51.427	41.33	20.09	80%
EA-6B	20	1.4	20	0.95	26.6	22	7021	6516	6534.22	45.877	42.577	20.41	93%

Figure 2-1.-- TACAIR OP-20 Display.

3. Fleet Air Training (FAT) OP-20 Methodology. The FHP OP-20 display and main methodology categories are for: Tactical Aircraft; Fleet Air Training (FAT) OP-20 Methodology; Fleet Air Support (FAS) OP-20 Methodology and Reserve Defined Methodology. OP-20 is a Department of the Navy (DON) planning document published by the OPNAV N43 for the Flying Hour Program (FHP) several times per year to establish the annual flying hours by Type/Model/Series, which is used for FHP funding and fleet planning. Requirements are computed by using the Core Competency Resource Model (CCRM) and revised with MARFORs.

a. Display. The OP-20 display and methodology schedules (not including Tactical Aircraft) are determined by the following standard criteria: FY; Schedule; LANT/PAC/; TMS; Crew to seat ratio; crews; aircrew manning factor; budgeted crews; req hours/crew/mo; total hours required; total hours actual; actual cost per hour; total cost actual; actual hours/mo/crew/ and percent required hours funded. Additional information on OP-20 display is in the following paragraphs.

b. Methodology. The OP-20 shows: required hours, budgeted hours, crew seat ratios, force structure, budgeted hours computed as a percentage of requirement; cost per hour by T/M/S; total costs by budget line item; and total T/M/S costs.

2. Specific Training Criteria. Fleet Air Training (FAT) OP-20 Methodology is the following: FY; Schedule; TMS; number of aircraft; Categories: (i, II, III, IV, V); no PIL, Syllabus hours; pilot hours; no Naval Flight Officer(s); syllabus hours; NFO hours; task hours; total hours required; total hours budgeted; budgeted cost per hour; total cost required; in millions required; and percent req hours funded. See figure 2-2.

(1) FY 2004 Budgeted. Indicates the fiscal year of the display and the nature of the submission.

(2) Schedule "B", 1A2A. Indicates the purpose of the funding. In this case the funding is for the operation of FRS squadrons and the training of associated squadron students.

(3) TMS. This column displays each aircraft by T/M/S for which funding has been budgeted.

(4) Number of Aircraft. This figure is based on forces programmed in the APDF. Funding is based on PMAA as reflected in that document. This number will be an average if the number of aircraft authorized changes during the fiscal year.

(5) Category (CAT). This column displays the numbers of students within each type of syllabus.

(6) (CAT I. First Tour Aviator or First Tour in Type (Warfare Transition). Receives 100 percent of Syllabus. For USMC, this equates to the basic transition Programs Of Instruction (POIs).

(7) CAT II. Second Tour in Type Aircraft. Receives approximately 75 percent of CAT I Syllabus. For USMC this equates to the Conversion POI.

(8) CAT III. Third Tour (Commanding Officer or Executive Officer). Receives approximately 50 percent of CAT I syllabus. (For transition pilots, the need and/or length of the FRS syllabus depends on the complexity of either the weapons systems and/or the flight characteristics of the type aircraft to which they are transitioning). For USMC, this equates to the Refresher POI.

(9) CAT IV. Typically, a Naval Aviation Training and Operating Procedures Standardization (NATOPS) check or enough training to safely operate the aircraft without supervision. Receives about 10-20 percent of the CAT I syllabus. For USMC, this equates to a Modified Refresher Program.

(10) CAT V. A specialized syllabus that does not meet the criteria of the first four categories. Other POIs not described above.

(11) Number of Pilots. This number represents the pilot throughput for the current fiscal year. Estimated number of pilots who will complete the syllabus.

(12) Syllabus Hours. The number of hours required to complete the syllabus for a particular category.

(13) Pilot Hours. This number is computed by multiplying the pilot throughput by the syllabus hours.

(14) Number Naval Flight Officer (NFO). This number represents the NFO throughput for the current fiscal year. Estimated number of NFOs who will complete the syllabus.

(15) Syllabus Hours. The number of hours required to complete the syllabus for a particular category.

(16) NFO Hours. This number is computed by multiplying the NFO throughput by the syllabus hours.

(17) Task Hours. Those hours unrelated to a specific syllabus.

(18) Total Hours Required. This number is calculated by adding the pilot hours, NFO hours, and Task hours.

(19) Total Hours Budgeted. This number represents the number of hours programmed for the current fiscal year.

(20) Budgeted Cost Per Hour. This number represents the total budgeted CPH and includes fuel CPH, maintenance CPH, AVDLR CPH, and contract maintenance CPH.

(21) Total Cost Required. This number is computed by multiplying the total hours required by the CPH.

(22) In Millions Budgeted. This number is computed by multiplying the programmed hours by the CPH.

(23) Percent Req Hrs Funded. This column displays the percentage of total required hours funded. It is computed by dividing

the total hours funded by total hours required, and then multiplying by 100.

Department of Navy
Don Funding Command Schedule of Navy Flying
Don Schedule Report

SCHEDULE "B ", 1A2A

TMS	NUMBER OF A/C	CAT	** BUDGETED ** NO PIL	SYL HRS	PILOT HOURS	NO NFO	SYL HRS	NFO HRS	TASK HRS	TOTAL HOURS REQ	TOTAL HOURS BUDGET	BUDGET COST PER HOUR	COSTS, IN MILLIONS REQ	COSTS, IN MILLIONS BUDGET	%REQ HRS FUNDED
FA-18D	16.0	I	11@	190	2090	17@	128	2176	220	6827	6281	4368.42	29.823	27.438	92%
		III	7@	117	819	7@	64	448							
		V	88@	6	528										
			106		**3437**	**24**		**2624**							
FA-18C	12.0	I	21@	199	4179				1972	8190	7535	3959.96	32.432	29.838	92%
		II	2@	159	318										
		III	8@	122	976										
		V	3@	30	90										
			34		**5563**										
FA-18B	4.0	I	1@	190	190	1@	128	128	744	1154	1062	5781.86	6.672	6.140	92%
			1		**190**	**1**		**128**							
FA-18A	3.0								914	993	914	8034.30	7.978	7.343	92%
					0										
AV-8B	14.0	I	16@	109	1744				83	2487	2288	7489.67	18.627	17.136	92%
		III	9@	44	396										
		IV	5@	13	65										
			30		**2205**										
KC-130F	6.0	I	20@	105	2100				25	2445	2249	3596.04	8.792	8.087	92%
		III	6@	18	108										
		IV	1@	16	16										
			27		**2224**										
KC-130J	2.0	I	6@	105	630				528	1259	1158	4892.93	6.160	5.666	92%
			6		**630**										
TAV-8B	14.0	I	16@	109	1744				85	2475	2277	3663.46	9.067	8.342	92%
		III	9@	44	396										
		IV	4@	13	52										
			29		**2192**										
T-34C	2.0								1241	1349	1241	271.71	.367	.337	92%
					0										

Figure 2-2.-- Fleet Replacement Squadron OP-20 Display.

4. Fleet Air Support (FAS) OP-20 Methodology. The FHP OP-20 display and main methodology categories are for: Tactical Aircraft; Fleet Air Training (FAT) OP-20 Methodology; Fleet Air Support (FAS) OP-20 Methodology and Reserve Defined Methodology. OP-20 is a Department of the Navy (DON) planning document published by the OPNAV N43 for the Flying Hour Program (FHP) several times per year to establish the annual flying hours by Type/Model/Series, which is used for FHP funding and fleet planning. Requirements are computed by using the Core Competency Resource Model (CCRM) and revised with MARFOR (Commander, Marine Forces Reserve) inputs.

a. Display. The OP-20 display and methodology schedules (not including Tactical Aircraft) are determined by the following standard criteria: FY; Schedule; TMS; UTIL, number of aircraft; budgeted cost per hour; total hours required; total costs required; total hours budgeted; total costs budgeted; and percent required hours funded. Additional information on OP-20 display is in the following paragraphs.

b. Methodology. Fleet Air Support Reserve Manpower Criteria determined by the methodology determined below see figure 2-3
-

(1) FY 2004 Budgeted. Indicates the fiscal year of the display and the nature of the submission.

(2) Schedule "C", 1A1A. Indicates the purpose of the funding. In this case the funding is for the operation of FAS squadrons and the training of associated squadron pilots.

(3) (TMS). This column displays each aircraft by T/M/S for which funding has been budgeted.

(4) UTIL. This column displays the number hours executed per aircraft per month.

(5) Number of Aircraft. This figure is based on forces programmed in the APDF. Funding is based on PMAA as reflected in that document. This number will be an average if the number of aircraft authorized changes during the FY.

(6) Budgeted Cost Per Hour. This number represents the total budgeted CPH and includes fuel CPH, maintenance CPH, AVDLR CPH, and contract maintenance CPH.

(7) Total Hours Required. This number is calculated by using historical logistics and support execution and known training requirements.

(8) Total Costs Required. This number is computed by multiplying the total hours required by the CPH.

(9) Total Hours Budgeted. This number represents the number of hours programmed for the current fiscal year.

(10) Total Costs Budgeted. This number is computed by multiplying the programmed hours by the CPH.

(11) Percent Required Hours Funded. This column displays the percentage of total required hours funded. It is computed by dividing the total hours funded by total hours required and then multiplying by 100.

UNCLASSIFIED

FY 2004

Department of Navy

Don Funding Command Schedule of Navy Flying

Don Schedule Report

SCHEDULE "C ", 1A1A

PROGRAM	TMS OR PE	UTIL	NUMBER OF A/C	BUD COST PER HOUR	- REQUIRED - HOURS	- REQUIRED - COSTS	- BUDGETED - HOURS	- BUDGETED - COSTS	%REQ HRS FUNDED
02	UC-35D	62.500	2.0	1006.74	1563	1.574	1500	1.510	96%
	C-20G	67.167	1.0	2840.32	840	2.386	806	2.289	96%
	C-9B	98.417	2.0	1450.73	2460	3.569	2362	3.427	96%
	UC-12B	73.023	11.0	597.59	10041	6.000	9639	5.760	96%
	UC-12F	72.167	4.0	655.32	3608	2.364	3464	2.270	96%
	CH-53E	28.000	6.0	5437.88	2100	11.420	2016	10.963	96%
	CH-46E	25.333	6.0	2806.33	1900	5.332	1824	5.119	96%
	HH-46D	19.111	6.0	2976.06	1433	4.265	1376	4.095	96%
	HH-1N	24.056	3.0	1142.61	902	1.031	866	0.990	96%
	VH-3D	25.674	11.0	206.19	3530	0.728	3389	0.699	96%
	VH-60N	28.448	8.0	178.92	2845	0.509	2731	0.489	96%
PE:	0206496M	41.629	60.0	1254.79	31222	39.177	29973	37.610	96%
	MARINE	41.629	60.0	1254.79	31222	39.177	29973	37.610	96%

Figure 2-3.-- Fleet Air Support OP-20 Display.

5. Reserve Defined Methodology. The FHP OP-20 display and main methodology categories are for: Tactical Aircraft; Fleet Air Training (FAT) OP-20 Methodology; Fleet Air Support (FAS) OP-20 Methodology and Reserve Defined Methodology hours budgeted; total costs budgeted; and percent required hours funded. Additional information on OP-20 display is in the following paragraphs.

a. Display. OP-20 is a Department of the Navy (DON) planning document published by the OPNAV N43 for the Flying Hour Program (FHP) several times per year to establish the annual flying hours by Type/Model/Series, which is used for FHP funding and fleet planning. Requirements are computed by using the Core Competency Resource Model (CCRM) and revised with MARFOR (Commander, Marine Forces Reserve) inputs.

b. Methodology. The OP-20 display and methodology schedules (not including Tactical Aircraft) are determined by the following standard criteria: FY; schedule; UTIL; Number of aircraft; budgeted cost per hour; total hours required; total costs budgeted; and percent required hours funded.

(1) FY04 Budgeted. Indicates the FY of the display and the nature of the submission.

(2) Schedule "D", 1A1A. Indicates the purpose of the funding. In this case the funding is for the operation of Reserve squadrons and the training of associated squadron pilots.

(3) TMS. This column displays each aircraft by T/M/S for which funding has been budgeted.

(4) UTIL. This column displays the number hours executed per aircraft per month.

(5) Number of Aircraft. This figure is based on forces programmed in the APDF. Funding is based on PMAA as reflected in that document. This number will be an average if the number of aircraft authorized changes during the FY.

(6) Budgeted Cost Per Hour. This number represents the total budgeted CPH and includes fuel CPH, maintenance CPH, AVDLR CPH, and contract maintenance CPH.

(7) Total Hours Required. This number is calculated by using historical logistics and support execution and known training requirements.

(8) Total Costs Required. This number is computed by multiplying the total hours required by the CPH.

(9) Total Hours Budgeted. This number represents the number of hours programmed for the current fiscal year.

(10) Total Costs Budgeted. This number is computed by multiplying the programmed hours by the CPH.

(11) Percent Required Hours Funded. This column displays the percentage of total required hours funded. It is computed by dividing the total hours funded by total hours required and then multiplying by 100.

FY 2004

Department of Navy
Don Funding Command Schedule of Navy Flying
Don Schedule Report

01/24/2003

SCHEDULE " D ", 1A1A

PROGRAM	TMS OR PE	UTIL	NUMBER OF A/C	BUD COST PER HOUR	- REQUIRED - HOURS	- REQUIRED - COSTS	- BUDGETED - HOURS	- BUDGETED - COSTS	%REQ HRS FUNDED
05	KC-130T	28.993	24.0	2208.14	8350	18.438	8350	18.438	100%
PE:	0502504M	28.993	24.0	2208.14	8350	18.438	8350	18.438	100%
05	CH-46E	14.236	24.0	1954.07	4100	8.012	4100	8.012	100%
PE:	0502508M	14.236	24.0	1954.07	4100	8.012	4100	8.012	100%
05	CH-53E	13.672	16.0	5766.49	2625	15.137	2625	15.137	100%
PE:	0502509M	13.672	16.0	5766.49	2625	15.137	2625	15.137	100%
05	AH-1W	13.954	36.0	1822.69	6028	10.987	6028	10.987	100%
	UH-1N	15.167	18.0	1086.54	3276	3.560	3276	3.560	100%
PE:	0502510M	14.358	54.0	1563.49	9304	14.547	9304	14.547	100%
05	FA-18A	19.633	42.0	4306.13	9895	42.609	9895	42.609	100%
PE:	0502518M	19.633	42.0	4306.13	9895	42.609	9895	42.609	100%
05	F-5F	25.000	1.0	2101.26	300	0.630	300	0.630	100%
	F-5E	26.090	12.0	2014.99	3757	7.570	3757	7.570	100%
PE:	0502579M	26.006	13.0	2021.37	4057	8.201	4057	8.201	100%
05	UC-35D	100.000	2.0	565.18	2400	1.356	2400	1.356	100%
	UC-35C	100.000	2.0	565.18	2400	1.356	2400	1.356	100%
	UC-12B	93.750	2.0	452.63	2250	1.018	2250	1.018	100%
PE:	0505796M	97.917	6.0	529.26	7050	3.731	7050	3.731	100%
	MARINE	21.127	179.0	2438.79	45381	110.675	45381	110.675	100%

Figure 2-4.-- RESERVES OP-20 Display.

CORE COMPETENCY RESOURCE MODEL GUIDELINES

1. General. In 1997, the Marine Corps introduced the Marine Aviation Campaign Plan (MACP), and with it, the Sortie Based Training Program (SBTP). The intent was to evolve from a process where we measured readiness purely in terms of hours flown, to one where we measured the actual training achievements of the flight, or sortie. The next step in the process is to link sorties directly to unit readiness, defined by core proficiencies (stated in each Training and Readiness (T&R) Manual) to accurately reflect budget adjustment impacts on readiness levels. The Marine Corps Core Competency Resource Model (CCRM) directly links the Flying Hour Program (FHP), T&R syllabi, and readiness reporting (SORTS) as directed per the Marine Aviation Campaign Plan (MACP). The CCRM, accredited by the Chief of Naval Operations (CNO) and Commandant of the Marine Corps (CMC), generates annual flight hour and sortie requirements (categorized as training, support, or operational sorties) for maintaining selected T-Level readiness ratings. DC, AVN utilizes the CCRM data as the primary guide (or validation tool) when providing input to the Navy's budgeting document known as the OP-20. Operational units use the CCRM data to develop SBTP, which are the primary input to the USMC flying hour requirement. DC, AVN (APP) is the advocate for the CCRM and oversees its implementation, while Training and Education Command's (TECOM) Aviation Training Branch (ATB) is the custodian of the model, ensuring its accuracy and alignment with current T&R manuals. The most current CCRM with applicable operating directions is available on the TECOM website (http://www.tecom.usmc.mil/atb) for fleet operator use. When using the CCRM, it is imperative that operational planners ensure they have the most current model (compare date of CCRM with the latest syllabus date), since T&R manuals often change and the sortie requirement that populates the model changes with them.

2. CCRM Uses

a. Headquarters. The CCRM produces a notional unit annual flight hour requirement according to the Type/Model/Series (T/M/S) training requirements and individual breakdown of its aircrew. The primary inputs to the CCRM are: 1) T & R Manuals, 2) average sortie duration, 3) number and type of aircrew (basic, refresher, maintain syllabus etc). The average sortie durations are listed in enclosure (9). The T&R standards are only changed through a conference, so the most dynamic and key element is the number and type of aircrew. HQMC uses the CCRM to create rough requirements or "benchmarks" for each T/M/S; in other words, a flight hour requirement for a generic unit (standard number and type of aircrew) within each T/M/S. This benchmark is not necessarily the correct flight hour requirement for every squadron within that particular T/M/S, but simply a textbook solution where any large deviations need to be justified.

b. Fleet Operational Planners. The CCRM provides one of many tools available to operations officers to use when developing SBTPs; however, it does not take the place of proper operational planning and sortie management. The primary input for squadron operation officers is the number and type of aircrew (basic, refresher, maintain syllabus). It is incumbent upon each unit to input their current and projected number of crews, averaged through the entire year, to give them a rough flight hour requirement particular to their unit. The

CCRM provides operational planners with a total annual requirement, and it is up to each unit to tailor this requirement to their individual personnel breakdown and training requirements. Operational planners must take into account all factors that affect training and develop their monthly SBTP so that it is executable and meets all readiness goals, vice building a monthly flight hour requirement by simply dividing the annual one by 12.

3. CCRM Inputs

a. Primary unit level inputs are in the manning input section (lower left portion of the main page).

b. Operational planners can input their squadron aircrew makeup (number of basics, refresh, maintain syllabus etc). This is essential since the flight hour requirement for a basic (new aircrew) is larger than the flight hour requirement for maintain syllabus (regular squadron aircrew).

c. The total number of aircrew should be the average of what a unit expects to have over the course of the year. The CCRM produces an annual squadron flight hour requirement, but a monthly breakdown of flight hours and Hours per Crew per Month H/C/M particular to each individual unit should be produced as part of a SBTP per enclosure (6).

Aircrew Categories:

Basic- New pilot responsible for flying the entire syllabus
Refresher- Returning aircrew responsible for flying the R-coded portion of the syllabus.
Maintain- Everyday squadron aircrew, responsible for flying the maintain syllabus within the appropriate refly intervals.
Augment- Aircrew working in temporary staff billets that the squadron plans to take to war with them, fly the maintain syllabus.
Staff- Aircrew in permanent staff positions assigned by the MAW to fly are funded at 120 hours per year.

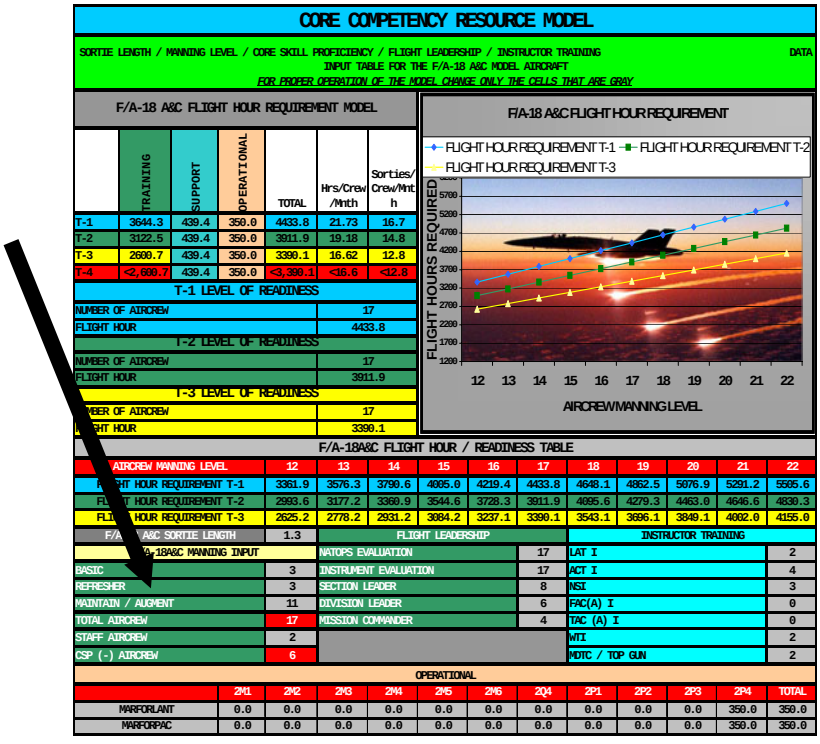

Figure 3-1. CCRM User Interface Page.

4. CCRM Terms of Reference. The following are terms of reference that are essential to understanding the CCRM, its integration with the T&R Manual, FHP, and SBTP as well as its tie to unit level readiness.

a. Mission Essential Task List (METL). The unit METL is a standardized list of tasks a unit must be able to accomplish during combat/contingency operations.

b. Core Capability. A standardized measure of performance that a Marine Air Ground Task Force commander should expect during sustained contingency/combat operations. Combat flight operations define core capability in terms of a daily-sustained sortie rate, or operational coverage, in support of a METL.

c. Combat Leadership. Unit competency in leadership is defined in terms of minimum numbers of required tactical leaders certified per T&R standard and designated by the unit commanding officer.

d. Core Skill Proficiency (CSP). The number of individuals, or crews, required to be proficient in each core skill. An individual is considered CSP when they have completed, and maintain currency in, the requisite T&R syllabus for that particular skill.

e. Core Model Minimum Requirement (CMMR). The minimum number of crews necessary in each particular core skill for a unit to accomplish its mission and METLs. CMMR and flight leadership requirements are the foundation of a unit’s SBTP and flying hour requirement, as well its direct tie to unit T-Level readiness.

MARINE CORPS SORTIE BASED TRAINING PROGRAM (SBTP)

1. General. The Marine Corps SBTP allows squadron commanders to develop an annual SBTP that reflects their unit's Training Exercise Execution Plan (TEEP) and unit Training and Readiness (T&R) requirements to train the core skill proficient aircrew and flight leads per their unit T&R Core Model Minimum Requirement to attain and maintain a T-2.0 level of readiness per MCO P3500.14H. A T-2.0 level of readiness allows a unit to fulfill its unit core capability statement to support a Marine Air Ground Task Force or joint force commander.

2. SBTP Reporting. There are two Marine aviation SBTP reporting requirements; the Annual Unit SBTP Submission, and the Monthly SBTP Execution Submission.

a. Annual Unit SBTP Submission. The annual unit SBTP submission is developed at the unit level and approved and forwarded via the Marine Aircraft Group (MAG)/Marine Aircraft Wing (MAW)/Marine Force (MARFOR) chain of command to DC, AVN. DC, AVN (APP-2) consolidates the MARFOR Type/Model/Series (T/M/S) inputs into a single Marine Aviation SBTP by T/M/S. The MARFOR SBTP inputs are due to DC, AVN (APP-2) NLT 01 August each year for the following fiscal year (FY). DC, AVN (AP-2) utilizes the T&R T/M/S Core Competency Resource Models (CCRM) and the MARFOR T/M/S SBTP submissions for the final development of the Marine aviation Tactical Aircraft (TACAIR) Flying Hour Program (FHP) requirement for DC, AVN approval prior to submission to OPNAV N43.

(1) Unit CCRM, TEEP, SBTP Interface. It is imperative that unit commanders utilize the appropriate T/M/S CCRM to determine annual sorties and flight hours required per the unit's projected aircrew (basic, refresher, maintain, augment, staff) assignments. Each Flying Squadrons unit will have a unique CCRM requirement and TEEP that provides the initial input during the development of the annual unit SBTP sortie and FHP requirement.

(2) Contingency Operations. For units scheduled to deploy to known contingency operations during the upcoming FY, the sorties and flight hours forecast for those months should not exceed a notional peacetime MEU/UDP deployment flight hour profile. Contingency hours flown in excess of the OP-20 budgeted FHP are funded via supplemental funding.

b. Monthly Unit SBTP Execution Submission. The monthly unit SBTP execution submission has two distinct purposes. First, it provides the MAG/MAW/MARFOR the data required to track unit SBTP and FHP execution. Second, it provides HQMC the standardized T/M/S Marine Aviation Readiness metrics for the Naval Aviation Readiness Integrated Improvement Program (NAVRIIP) Cross Functional Team (CFT) under the Naval Aviation Enterprise (NAE).

3. USMC Sortie Definition Standardization. It is imperative that all Flying Squadron units have a single definition of a USMC sortie if Marine Aviation is going to accurately plan and report the SBTP and FHP. The definition of a USMC Sortie is identical to the definition of a Flight, in accordance with OPNAVINST 3710.7T: "For operational

purposes, a flight is one or more aircraft proceeding on a common mission. For recording and reporting purposes, a flight begins when the aircraft first moves forward on its takeoff run or takes off vertically from rest at any point of support and ends after airborne flight when the aircraft is on the surface and either: a) the engines are stopped or the aircraft has been on the surface for 5 minutes, whichever comes first, b) a change is made in the pilot in command. For helicopters, a flight begins when the aircraft lifts from a rest point or commences ground taxi and ends after airborne flight when the rotors are disengaged or the aircraft has been stationary for 5 minutes with rotors engaged." Essentially, the number of sorties should equal the flights recorded on the Naval Aviation Flight Record (NAVFLR). The following are some examples of both fixed wing and rotary wing sorties:

a. Fixed Wing Sortie Examples

(1) A single F/A-18 departs NBC for G-10 on a Close Air Support mission in support of ground units. The aircraft drops ordnance at G-10 and then flies to NKT and hot refuels in 15 minutes. After refueling the aircraft returns to G-10 and drops a different type of ordnance and then flies to NBC and lands mission complete. This event would be 2 sorties and logged as 2 flights.

(2) Single KC-130 departs NKX for the training area. Once in the training area the aircraft aerial refuels (AR) a section of F/A-18's and then aerial refuels a section of CH-53s. Upon AR completion, the aircraft returns to NKX and completes an annual pilot instrument check. This event would be 1 sortie and logged as 1 flight.

b. Rotary Wing Sortie Examples

(1) A section of AH-1s departs Camp Pendleton and flies to Twenty-nine Palms, lands and hot refuels, spending 7 minutes on the deck. Then the aircraft fly CAS ISO ground units, lands and hot refuels again at NXP spending 10 minutes on the deck. After the second hot refuel, the aircraft flies to NFG and lands mission complete. This event would be 3 sorties and logged as 3 flights.

(2) A single CH-46 departs NCA and flies to Camp Lejeune for two ground troop inserts that both require 6 minutes on the ground between lifts. The aircraft then flies to NCA and hot refuels spending 8 minutes on the deck. After refueling, the aircraft flies a NATOPs check at NCA and then lands mission complete at NCA. This event would be 3 sorties and logged as 3 flights.

4. SBTP Responsibilities. The execution of the Marine Corps SBTP requires the following assignment of responsibilities.

a. DC, AVN (APP-2).

(1) Annual Unit SBTP Submission. Consolidate MARFOR Page 1 and page 2 reports by T/M/S electronically by 15 August and develop the Marine Aviation Tactical Aircraft (TACAIR) FHP for DC, AVN approval prior to submission to OPNAV N43.

(2) Monthly Unit SBTP Execution Submission. Coordinate execution data with NAVRIIP CFT.

(3) Develop and maintain SBTP Data-Base. Save all Marine Aviation SBTP Page 1 and Page 2 reports for five years.

b. Marine Forces Atlantic, Pacific, and Reserve. Consolidate and approve MAW page 1 and page 2 reports by T/M/S and forward to DC, AVN (AP-2) electronically by 01 August for the next FY. Include the original MAW/MAG/squadron page 1 and page 2 reports.

c. Marine Aircraft Wings. Consolidate and approve MAG page 1 and page 2 reports by T/M/S and forward to MARFOR electronically. Include the original MAG/Squadron page 1 and page 2 reports.

d. Marine Aircraft Groups. Consolidate and approve squadron page 1 and page 2 reports by T/M/S and forward to the MAW electronically. Include the original Squadron page 1 and page 2 reports.

e. Squadrons

(1) Annual Unit SBTP Submission. Develop and submit electronically to the MAG the SBTP Core Model Minimum Requirement Forecast/Execution (Page 1) [Fig 6-1] and a Marine Aviation Annual SBTP Submission/Monthly Execution (Page 2) [Fig 6-2] plan for the upcoming FY. Submit in accordance with paragraph 6004 and 6005.

(2) Monthly Unit SBTP Execution Submission. Each squadron will update their unit's sortie, and send their FHP data to HQMC Department of Aviation (APP) email: sbtp@hqmc.usmc.mil attention APP-23 labeled page # and squadron name; for example, HMLA-267 page #1 data Jan 05. The monthly data update will include the core squadron data and any chopped/deployed squadron detachment data.

5. T/M/S CMMR Forecast/Execution, (Page 1). This standard format allows the commander of each Marine Aviation T/M/S squadron to develop, plan, and track the squadron's Core Model Minimum Requirement (CMMR) in accordance with MCO P3500.14H. Once the annual forecast is submitted, it cannot be changed. The monthly unit SBTP execution submission will reflect the actual data. Page 1 examples for Marine Fixed Wing Fighter/Attack All Weather Squadron (VMFA(AW)) and Marine Medium Helicopter Squadron (HMM) are depicted in figure 6-1. Actual spreadsheet formats for all T/M/S are available for download on the HQMC Aviation website for download at http://hqinet001.hqmc.usmc.mil/AVN/.

a. The following procedures will be used to complete the Annual CMMR Forecast portion of Page 1:

Line 1. Fill in the Unit name along with the FY being forecast.

Line 2. Forecast the major monthly training event, either flight or ground, that will impact squadron operations, i.e., Combined Arms Exercise, Weapons and Tacics Instructor Course, Desert Talon for aviation training and ground events such as rifle/pistol range, Marine Corps Martial Arts Program (MCMAP), gas chamber, etc. If the squadron is scheduled for a MEU detachment, fill in 'MEU.'

Line 3. The information on this line will be completed after completion of lines 4 and 5. Forecast the T-Rating based on CMMR guidelines to the nearest whole number, i.e., 1, 2, or 3; not 1.75, 2.2, or 3.1, etc.

Line 4. In accordance with MCO P3500.14H criteria, forecast the total number of available and qualified pilots in the designated core areas for each month. This information will be used to determine the T-rating in Line 3.

Line 5. In accordance with MCO P3500.14H criteria, forecast the number of pilots qualified in the core combat leadership areas for each month. This information will be used to determine the T-rating in line 3.

b. The following procedures will be used to complete the Monthly CMMR Execution portion of page 1:

Line 1. Fill in the unit name along with the FY being forecast.

Line 2. Report the major training event, either flight or ground, that was actually executed during this month, i.e., CAX, WTI, Ground Block Training, etc. If more than one third of the squadron or a scheduled MEU detachment were deployed, CONUS or OCONUS, consider the squadron deployed.

Line 3. The information on this line will be completed after completion of lines 4 and 5. Report the actual T-Rating for this month based on CMMR guidelines to the nearest whole number.

Line 4. In accordance with MCO P3500.14H criteria, report the total number of qualified aircrew in the designated core areas for this month. This information will be used to determine the actual T-rating in line 3.

Line 5. In accordance with MCO P3500.14H criteria, report the number of aircrew qualified in the core skills and combat leadership areas for this month. This information will be compared to the CMMR numbers and used to determine the actual T-rating in line 3.

6. T/M/S Annual Unit SBTP Submission/Monthly Unit SBTP Execution (Page 2). This standard format allows the commander of each Marine T/M/S squadron to develop, plan, and track the squadron’s SBTP in accordance with MCO P3500.14H. Once the annual data is submitted, it cannot be changed. The monthly unit SBTP execution report will reflect the actual data. Page 2 examples for VMFA(AW) and HMM are depicted in figure 6-2. The actual spreadsheet formats for all T/M/S are available on the HQMC Aviation website for download. HQMC Aviation website for download at http://hqinet001.hqmc.usmc.mil/AVN/.

a. The following procedures will be used to complete the Annual Unit SBTP submission portion of page 2:

Line 1. Fill in the unit name along with the Fiscal Year (FY) being forecast.

Line 2. Transfer data from line 2 on page 1 to this line.

Lines 3-6. This is the CCRM T-2.0 readiness baseline data for the T/M/S being reported on. Fill in the annual sorties, annual hours, monthly hours/crew/month, and monthly CCRM utilization rate per MCO P3500.14H for your specific T/M/S.

Line 7. Forecast the number of pilots on board for each individual month. Then average the months to fill in the total average pilots on board in the total column.

Line 8. Fill in, by month, the number of total sorties forecast. Then total all months and fill in the total sorties in the total column.

Note: For units scheduled to deploy to known contingency operations during the upcoming FY, the sorties and flight hours forecast for those months should not exceed a notional peacetime MEU/UDP deployment flight hour profile. The reason for this is the SBTP is a peacetime programming tool. Contingency hours flown in excess of OP-20 Budgeted FHP are funded via supplemental funding.

Line 9. Divide line 8, sorties forecast; by line 7, pilots on board forecast to determine sorties/crew/year. Then divide sorties/crew/year by 12 to calculate the sorties/crew/month.

Line 10. Fill in the total flight hours required to support the forecasted sorties using standard sortie length in enclosure (9).

Line 11. Divide line 10, hours forecast; by line 7, pilots on board forecast, to derive the hours/crew/month forecast.

Line 12. Forecast simulator hour usage in accordance with MCO P3500.14H criteria.

Line 13. Divide line 12, simulation rate forecast; by line 7, pilots on board forecast, to derive the simulation/crew/month.

Lines 14-24. These lines are for execution data and are covered in the next paragraph.

Line 25. Fill in the monthly Primary Mission Aircraft Authorized for your unit’s T/M/S.

Line 26. This line is for execution data and is covered in the next paragraph.

Line 27. In accordance with OPNAVINST 5442.4M, fill in the monthly full mission capable (MC) aircraft goal for your unit’s T/M/S.

Line 28. This line is for execution data and is covered in the next paragraph.

Line 29. In accordance with OPNAVINST 5442.4M, fill in the monthly MC aircraft goal for your unit’s T/M/S.

Line 30. This line is for execution data and is covered in the next paragraph.

Line 31. Fill in the forecast monthly utilization rate for your unit's T/M/S.

Line 32. This line is for execution data and is covered in the next paragraph.

b. The following procedures will be used to complete the monthly Execution portion of page 2, which will reflect the actual execution data:

Lines 1-13, 25, 27, 29, 31. This data will remain the same from the forecast previously reported.

Line 14. Report the actual number of pilots on board for that month. At the completion of the FY in September, total all months and divide by 12 and then put this number in the total column.

Line 15. Report the actual number of sorties flown for the month. At the completion of the FY in September, total all months and then put this number in the total column.

Line 16. Report the actual sorties/crew/month by dividing line 15, sorties flown, by line 14, pilots on board actual to determine sorties/crew/month for this month. At the completion of the FY in September, total all months and divide by 12 and then put this number in the total column.

Line 17. Report the actual number of hours flown for the month. At the completion of the FY in September, total all months and put this number in the total column. Additionally, the breakdown of hours will be reported in lines 18-21.

Line 18. Report the actual number of training hours flown for the month.

Line 19. Report the actual number of support hours flown for the month.

Line 20. Report the actual number of operational hours flown for the month.

Line 21. Report the actual number of contingency hours, as defined in enclosure (3), for the month. At the completion of the FY in September, total all months and then put this number in the total column. Line 18 plus lines 19, 20, and 21 should equal the total in line 17. Note: Staff Hours are no longer a reported item.

Line 22. Report the actual hours/crew/month by dividing line 17, total hours flown, by Line 14, pilots on board actual. At the completion of the FY in September, total all months and divide by 12 and then put this number in the total column.

Line 23. Report the actual simulation hours flown for the month.

Line 24. Report the actual simulation hours/crew/month flown by dividing line 22, simulation hours flown, by line 14, pilots on board

actual. At the completion of the FY in September, total all months and divide by 12 and then put this number in the total column.

Line 26. Report the actual flight line aircraft in reporting (IR) for the month. At the completion of the FY in September, total all months and divide by 12 and then put this number in the total column.

Line 28. Report the actual FMC aircraft for the month. At the completion of the FY in September, total all months and divide by 12 and then put this number in the total column.

Line 30. Report the actual MC aircraft for the month. At the completion of the FY in September, total all months and divide by 12 and then put this number in the total column.

Line 32. Report the actual utilization rate flown for the month. At the completion of the FY in September, total all months and divide by 12 and then put this number in the total column.

CORE MODEL MINIMUM REQUIREMENT FORECAST / EXECUTION (Page 1)

1	UNIT VMFA (AW)-XXX, MAG-XX FY 20XX		OCT		NOV		DEC		JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP	
2	Forecast TEEP Events For FY/ Actual Events																									
3	Forecast Readiness T- Rating /Actual T-Rating																									
4	Core Skills	Core Model Min. Req. T2.0 Standard	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act
	Basic Air to Surface (BAS)	12																								
	Air Interdiction (AI)	12																								
	Armed Reconnaissance (AR)	12																								
	Close Air Support (CAS)	12																								
	Threat Reaction (TRXN)	12																								
	Basic Fighter Maneuvering (BFM)	12																								
	Aerial Combat Maneuvering (ACM)	12																								
	Night Systems High (NSH)	12																								
	Air to Air Refueling (AAR)	12																								
	Tactical Area Reconnaissance (TAR)	8																								
	Forward Air Controller Airborne {FAC (A)}	8																								
5	Combat Leadership	Core Model Min. Req. T2.0 Standard	OCT		NOV		DEC		JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP	
	Section Leader (SEC LDR)	10																								
	Division Leader (DIV LDR)	6																								
	Mission Commander (MC)	4																								

Figure 4-1.--Core Model Minimum Requirement Forecast/Execution Report.

CORE MODEL MINIMUM REQUIREMENT FORECAST / EXECUTION (Page 1)

1 UNIT HMM-XXX, MAG-XX FY 20XX		OCT		NOV		DEC		JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP	
2 Forecast TEEP Events For FY / Actual Events																									
3 Forecast Readiness T- Rating / Actual T-Rating																									
4 Core Skills	Core Model Min. Req. T2.0 Standard	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act	Fore	Act
Familiarization (FAM)	16																								
Confined Area Landings (CAL)	16																								
Externals (EXT)	12																								
Formation (FORM)	16																								
Terrain Flight (TERF)	16																								
Night Vision Goggle (NVG) High Light Level (HLL)	16																								
Night Vision Goggle (NVG) Low Light Level (LLL)	16																								
Aerial Gunnery (AG)	12																								
Electronic Warfare (EW)	12																								
Defensive Maneuvers (DM)	12																								
Mountain Area Training (MAT)	12																								
Helo Insertion & Extraction (HIE)	12																								
Tactics (TAC)	12																								
Nuclear, Biological & Chemical (NBC)	12																								
Carrier Qualification (CQ)	12																								
5 Combat Leadership	Core Model Min. Req. T2.0 Standard	OCT		NOV		DEC		JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP	
Helicopter Aircraft Commander (HAC)	12																								
Section Leader (SEC LDR)	6																								
Division Leader (DIV LDR)	4																								
Flight Leader (FLT LDR)	2																								
Air Mission Commander (AMC)	2																								

Figure 4-1.--Core Model Minimum Requirement Forecast/Execution Report--Continued.

MARINE AVIATION ANNUAL SORTIE BASED TRAINING PROGRAM FORECAST SUBMISSION/MONTHLY SBTP EXCUTION (Page 2)

	UNIT VMFA(AW)-XXX, MAG-XX FY 20XX		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2	**Forecast TEEP Events for FY**													
	Unit CCRM T-2.0 Baseline	Totals												
3	Sorties	3009.0												
4	Hours	3912.0												
5	Hours/Crew/Month	19.2												
6	CCRM Utilization Rate	28.0												
	Sortie Based Training Program Forecast	Totals	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
7	Pilots on Board Forecast	AVG												
8	Sorties Forecast													
9	Sorties/Crew/Month Forecast	AVG												
10	Total Hours													
11	Hours/Crew/Month Forecast													
12	Simulation Hours													
13	Simulation/Crew/Month Forecast													
	Execution Data	Totals	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
14	Pilots on Board Actual													
15	Sorties Flown													
16	Sorties/Crew/Month Flown													
17	Total Hours Flown													
18	Training Hours													
19	Support Hours													
20	Operational Hours													
21	Contingency Hours													
22	Hours/Crew/Month Flown													
23	Simulation Hours Flown													
24	Simulation Hours/Crew/Month Flown													
	Aircraft Standards	Totals	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
25	Flightline Standard (PMAA)	12	12	12	12	12	12	12	12	12	12	12	12	12
26	Actual Flightline Aircraft (IR)													
27	FMC Aircraft	9	9	9	9	9	9	9	9	9	9	9	9	9
28	FMC Actual													
29	MC Aircraft	10	10	10	10	10	10	10	10	10	10	10	10	10
30	MC Actual													
31	Utilization Rate Forecast													
32	Utilization Rate Flown													

Figure 4-2.--Marine Aviation Annual Sortie Based Training Program Forecast Submission/Monthly SBTP Execution.

MARINE AVIATION ANNUAL SORTIE BASED TRAINING PROGRAM FORECAST SUBMISSION/MONTHLY SBTP EXCUTION (Page 2)

	UNIT HMM-XXX, MAG-XX FY 20XX		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2	**Forecast TEEP Events for FY**													
	Unit CCRM T-2.0 Baseline	Totals												
3	Sorties	1940.6												
4	Hours	2910.0												
5	Hours/Crew/Month	19.4												
6	CCRM Utilization Rate	20.0												
	Sortie Based Training Program Forecast	Totals	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
7	Pilots on Board Forecast	AVG												
8	Sorties Forecast													
9	Sorties/Crew/Month Forecast	AVG												
10	Total Hours													
11	Hours/Crew/Month Forecast													
12	Simulation Hours													
13	Simulation/Crew/Month Forecast													
	Execution Data	Totals	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
14	Pilots on Board Actual													
15	Sorties Flown													
16	Sorties/Crew/Month Flown													
17	Total Hours Flown													
18	Training Hours													
19	Support Hours													
20	Operational Hours													
21	Contingency Hours													
22	Hours/Crew/Month Flown													
23	Simulation Hours Flown													
24	Simulation Hours/Crew/Month Flown													
	Aircraft Standards	Totals	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
25	Flightline Standard (PMAA)	12	12	12	12	12	12	12	12	12	12	12	12	12
26	Actual Flightline Aircraft (IR)													
27	FMC Aircraft	9	9	9	9	9	9	9	9	9	9	9	9	9
28	FMC Actual													
29	MC Aircraft	10	10	10	10	10	10	10	10	10	10	10	10	10
30	MC Actual													
31	Utilization Rate Forecast													
32	Utilization Rate Flown													

Figure 4-2.—Marine Aviation Annual Sortie Based Training Program Forecast Submission/Monthly SBTP Execution Cont.

MARINE CORPS FHP STANDARDIZED REPORTING

1. General

a. The goal of standardized Marine Forces Flying Hour Program (FHP) reporting is to accurately track flight hour execution by Training, Support or Operational category. The Total Mission Requirement (TMR) code system, already in use, will continue to be the primary mechanism for capturing this data. The instructions in this Order are to clarify the procedures necessary for accurate, standardized reports that are compatible with our current automated systems.

b. Multiple (up to three) TMR codes may be logged for any particular flight. Aircrews will log flight hours as closely as possible to the actual TMR category or categories flown. Multiple aircraft within a flight should log a TMR category that best meets the criteria for their particular aircraft and crew. OPNAVINST 3710.7T contains approved TMR codes that are currently compatible with the Naval Aviation Logistics Command Management System and Naval Aviation Flight Record. The following FHP definitions and associated TMR codes provide the guidance and foundation for standardized Marine Corps flight hour reporting and shall be used appropriately for all flights.

2. Training Hours. Includes all unit training in accordance with specific Training and Readiness (T&R) manuals (initial or currency/proficiency refly), flight leadership, and instrument minimum training. Whenever any member of the crew is receiving initial T&R credit or update of a T&R code, even during a frag/operational sortie, they are to log training hours specifically for the training portion of the sortie. TMR codes 1A1-1A9 are to be utilized for training sorties/hours. Examples are found in the following paragraph:

a. Scheduled squadron training sorties to include T&R Xs (200-400 level).

TMR FLIGHT
1A1- FAM/FORM/NAV Training
1A2- Instrument Training
1A3- FCLP/CAL Training
1A4- CQ Training
1A5- Troop/Logistic insert extract Training
1A6- Air Combat Maneuvering Training
1A7- Air to Ground Attack Training
1A8- Anti-Submarine/Surface Warfare Training
1A9- Special Equipment Training (NVGs, FLIRs, special sensors)

b. Combat leadership designations; section leader/division leader/flight leader (600 level T&R flights, which are linked to lower level codes). The aircrew receiving the combat leadership designation training shall log the appropriate training code for the mission they are performing. For example, if an F/A-18 aircrew is receiving section leader training while conducting a Close Air Support mission then he will log a 1A7 and so will his wingman if he is able to update his CAS code. If the wingman is not able to log any T&R code (update or initial) then the hours would be logged as a support sortie.

c. Frags in support of the Marine Air Ground Task Force to include support of exercises such as Combined Arms Exercise (CAX), Desert Knight, Marine Expeditionary Unit (Special Operations Capable) (MEU(SOC)) work-ups etc, where the aircrew are able to log the appropriate T&R code. If the aircrew is able to log a T&R syllabus code (initial or an update) while performing the Frag, then that portion of the flight will be logged by using training codes. The actual code will depend on the mission being conducted during the FRAG but often times it is a 1A5, 1A7, or 1A9.

3. Support Hours. Includes all squadron-generated sorties that do not fit the criteria for training and are not specifically tasked by an outside command or agency. Use TMR codes listed below:

a. TMR Codes for Support Hours:

TMR	FLIGHT
1B1-1B0	All instructor training and designation flights to include flights conducted at MAWTS-1 during a Weapons and Tactics Instructor Course. Usually, a TMR code that begins with a 1 is considered training; however, all instructor-building events will be categorized as support. This includes 500 level codes, in accordance with the Marine Aviation Weapons and Tactics Squadron 1 Course Catalog.
2K1-2K2	FCFs.
2L5	FCP under training.
2K4-2K6	Adversary sorties when no T&R credit is gained (includes red air sorties routinely arranged by mutual agreement between sister squadrons and not tasked by a higher command or agency).
2J1-2J2	Ferry, non-training cross country or admin transit (examples include transit to CAX, ship fly on/off, ferry to or from SDLM, Trans-Alantic/Trans-Pacific).
2Q5	Squadron logistics flights.
2Q5	Maintenance recovery flights.
2L3-2L4	NATOPS and instrument check flights (includes chase aircraft).
2Q5	Warm-up flights required prior to proceeding with a syllabus or other event.
2L0	Other squadron generated support flights.

b. Any Training flight that is aborted in-flight or is incomplete for any reason shall be logged as a support flight utilizing the appropriate TMR (cancellation/abort code) in accordance with this Order and OPNAVINST 3710.7T.

TMR	FLIGHT
2N1-209	The applicable abort codes to document any training flight aborted in-flight or incomplete for operational reasons.

4. Operational Hours. Includes all sorties specifically tasked by commands outside of the squadron when aircrew T&R credit is not being received. If aircrew T&R syllabus training is conducted in accordance with operational flights, log any non-T&R producing time as operational once T&R requirements have been satisfied or if there is significant non-T&R transit or loiter time involved (see examples below).

NOTE: The key difference between a Training and Operational sortie is that if any member of the flight is able to log a T&R code, whether it is initial or an update to a current code (refly), the training portion of the sortie is logged as such.
Examples:
- External tasking in support of the MAGTF and joint units where no one is logging a T&R X.
- During missions that involve multiple sorties. Once all aircrew within the flight have logged or updated the T&R code for the mission and they still have more sorties required, these follow-on sorties should be logged as operational.

a. TMR codes for Operational Hours

TMR	FLIGHT
2M1	Supporting another unit within the same MAG (i.e., Bogey support).
2M2	Supporting USMC aviation units outside of parent MAG (within same MAW or in support of another MAW; i.e., FAC(A) support to a squadron from another MAG).
2M3	Supporting a Marine Corps base or station (i.e., VIP support or as part of a base demonstration).
2M4	Providing MAGTF (MEF, MEB, MEU, SPMAGTF) support for any BSSG, and MSSG Frags; i.e., CAS/Insert and logistic support Frags, CAX, CPEX, etc.).
2M5	Supporting formal USMC/USN schools or training courses (EWTG, HRST, TBS, SOI, etc.).

b. The following TMR codes should be used to capture specific operational sorties not identified above:

TMR	FLIGHT
2M6	Other (non-MAGTF) support to any USMC, DoD, or non-DoD command, agency or foreign military (e.g., support for other components/services, DEA, Border Patrol, Bilateral ops, VIPS, Marine Band, Non-DoD civilian, Media, etc).
2Q4	Air show, demonstration or static display
2P1-2P4	SAR or MEDEVAC flights

c. Functional Examples

(1) A Marine Fixed Wing Fighter/Attack Squadron is fragged to fly a section from Beaufort to G-10 at Camp Lejeune to provide CAS in support of 2/6 TACP training. Lead is updating a previously flown CAS code and dash-2 is an initial CAS T&R code. Both jets log a 0.7 operational time (2M4) enroute from Beaufort to pre-mission tanker and then on to G-10. The section logs 0.8 over G-10 as CAS training (1A7)

(update for lead, initial code for dash –2), 0.5 operational (2M4) back to Beaufort. Total hours equal 2.0 for each aircraft with 1.2 operational hours (2M4) and 0.8 training hours (1A7).

(2) A Marine Medium Helicopter Squadron is fragged to provide CH-46 lift in support of Lima Co (-) 3/5, in a simulated airfield seizure. The division of four CH-46s will complete the Frag in two waves, with hot refueling between the waves. All four copilots in the CH-46s are getting an initial Tactics syllabus code. The flight logs the first 1.5-hour insert wave as training (1A1) and all other T&R requirements are satisfied. The second wave takes another 1.5 hours and is logged as operational (2M4). Total hours equal 3.0 for each aircraft with 1.5 operational (2M4) and 1.5 training (1A1).

5. Contingency Hours. TMR codes in OPNAVINST 3710.7T sufficiently cover Fixed Wing TACAIR missions, however, they do not adequately facilitate logging of contingency operational hours for assault support communities. Assault support aircraft shall utilize the following TMR codes to document contingency hours in geographic areas formally designated as contingency:

TMR	FLIGHT
2R4	Troop lift into, out of, or over an area where enemy fire is received or can reasonably be expected.
2R5	Liaison flight (includes visual reconnaissance) into, out of, or over an area where enemy fire is received or can reasonably be expected
2R6	Logistics flight into, out of, or over an area where enemy fire is received or can reasonably be expected.

For other aircraft in formally designated contingency/combat areas, TMR codes beginning with Flight Purpose Codes of 5 or 6 may be used with S thru Z in accordance with appendix (D) paragraph D-6 of OPNAVINST 3710.7T.

6. ACTIVATED RESERVE UNIT HOURS. All activated Reserve Component units will log their contingency and/or CONUS based hours using their activated ORG codes listed below. These activated organizational codes enable the MARFORS, CNAF, and HQMC to properly track and account for reserve execution for additional supplemental funding.

a. Reserve Unit activated Organizational Codes:

Reserve Component Unit	ORG Code	Activated ORG Code
HMM-764	SL3	SM4
HMM-774	SN1	SN3
HMLA-773	SE4	SQ1
HMLA-775	SV1	SU7
HMH-769	SC4	SC6
HMH-772	SU5	SU9
VMFA-112	SD2	SD7
VMFA-134	SL1	SM4
VMFA-142	SJ1	SJ3
VMGR-234	SA3	SA6, SA7
VMGR-452	SM1	SM2

7. Other Operational Sorties. Aircrew shall utilize TMR codes in accordance with OPNAVINST 3710.7T for all other operational sorties not identified in this order. If operational sorties are aborted in flight or uncompleted for any reason, operational TMR codes should still be utilized in accordance with this order and OPNAVINST 3710.7.

8. Simulator Hours. All simulator events are to be entered into the NALCOMIS database, and logged as flights with regards to TMR codes and type of flight conducted. Since it is difficult to differentiate between Navy and Marine Corps activities within the database, all aircrew will type in USMC in the airlift mission number, block #49-57, on the 7B record (top line) of the yellow sheet. This will enable higher headquarters to more accurately track data and actual training conducted in the simulator.

FLIGHT HOUR PROGRAM MANAGEMENT REPORTS

1. FHP Management Reports provide the DC, AVN with the data required to successfully present, defend, and validate the Marine Corps FHP to higher headquarters. This shall include execution data, requirements, program/budget, and mid-year review as required.

2. Quarterly Flight Hour Variance Report will be used by DC, AVN to monitor MARFOR FHP execution vs. their plan and will provide HQMC with advanced notice of potential FHP under-execution. The reporting activity is the MARFOR G-3; submit the report indicating planned hours, executed hours, percent variance, and comments/justification to DC, AVN by naval message no later than 30 days after the end of each quarter. This report is required for all scheduled tactical aircraft (TACAIR), Fleet Air Training (FAT), Fleet Air Support (FAS), & Reserves with mandatory comments when execution deviates by 10 percent of the quarterly plan. Official data for this report will be obtained from the OPNAV N43 sponsored Cost Adjustment Visibility Tracking System (CAVTS) Website, https://qtrdeck.nalda.navy.mil/cavts.

FLIGHT HOUR VARIANCE REPORT				
T/M/S	1st QTR PLAN	1st QTR EXEC	Variance %	COMMENTS/JUSTIFICATION
F/A-18A				
F/A-18C				
F/A-18D				
EA-6B				
AV-8B				
AH-1W				
UH-1N				
CH-46E				
MV-22B				
CH-53E				
KC-130F				
KC-130R				
KC-130J				
TOTAL				
ACTIVATED T/M/S's				
AH-1W				
UH-1N				
CH-46E				
CH-53E				
KC-130T				
F/A-18A				
TOTAL				

Figure 6-1.--Sample Quarterly Flight Hour Variance Report.

3. The Quarterly Cost Per Hour Variance Report provides visibility of MARFOR actual obligations and is used by HQMC to explain cost per hour differences in execution versus budgeted plan and provides advance notice of potential budget shortfalls. The reporting authority is the MARFOR Aviation Logistics Division (ALD); submit the report indicating budgeted cost per hour (CPH), actual CPH, percent variance, and comments/justification to DC, AVN by Naval message no later than 60 days after the end of each quarter. This report is required for all scheduled (TACAIR, FAT, FAS, & Reserves) with mandatory comments when actual CPH deviates by 10 percent of the budgeted CPH. Official data for this report will be obtained from the OPNAV N43 sponsored CAVTS Website, https://qtrdeck.nalda.navy.mil/cavts.

CPH VARIANCE REPORT				
T/M/S	BUDGET CPH	ACTUAL CPH	VARIANCE %	COMMENTS
F/A-18C				
F/A-18D				
AV-8B				
CH-53D				
AH-1W				
UH-1N				
CH-46E				
CH-53E				
KC-130F				
KC-130R				
KC-130J				
ACTIVATED T/M/S's				
AH-1W				
UH-1N				
CH-46E				
CH-53E				
KC-130T				
F/A-18A				

Figure 6-2.--Sample Quarterly Cost Per Hour Variance Report.

4. The MARFOR Quarterly Flying Hour Other Report depicts a breakout of the indirect flight hour requirements; it is provided to OPNAV N-43 and used in planning and programming the DON FHP budget. The reporting authority is the MARFOR comptroller, submit the report indicating the requirement to HQMC via naval letter by 1 Oct annually and 30 days after the end of each quarter report the dollar amount granted and executed. This report is required for all schedules (TACAIR, FAT, FAS, & Reserve).

FLYING HOUR OTHER REPORT					
	MF RQMT	GRANT	% RQMT BUDG	EXECUTED	% BUDG EXEC
FO DOLLARS in $Million					
FO BREAKOUT	RQMT	GRANT	% RQMT BUDG	EXECUTED	% BUDG EXEC
OFC-09 IMRL					
OFC-09 TBA					
OFC-10 EAF					
OFC-10 WX VANS					
OFC-10 MACS					
OFC-10 CONTRACTOR-LOGISTICS					
OFC-10 OTHER A/C SERVICES					
OFC-21 TAD 1A1A					
OFC-21 TAD 1A2A					
OFC-23 TOT Aviation Parts					
OFC-23 TOT Crane Services					
OFC-23 TOT Port Handling & Inland Transportation					
OFC-23 TOT Packaging & Crating					
OFC-23 TOT Aviation & Ground Support Equipment Movement					
OFC-23 TOT SAAM/High Speed Vehicle					
TOTAL					

Figure 6-3.--Sample MARFOR Quarterly Flying Hour Other Report.

*Breakdown of TOT will be available when Transportation of Things System (TOTS) Program is Fully Implemented.

5. The MARFOR Annual Contract Maintenance report provides an update of local contracts. It is provided to OPNAV N-43 and used in planning and programming the DON FHP budget. The reporting authority is the MARFOR/ALD; submit the report to DC, AVN indicating the initial requirement via naval letter by 1 Oct annually and 30 days after each quarter indicating contracts procured during the year. This report is required for all schedules (TACAIR, FAT, FAS, & Reserves).

CONTRACT MAINTENANCE REPORT							
MARFOR	CONTRACT DESCRIPTION	TYPE	CONTRACT COST	CONTRACT LENGTH (SUNDOWN PLAN)	CONTRACT COMPANY	T/M/S	# CONTRACTORS
	PCAM&T	OFC-50					
	Logistics Representative	OFC-10					
	Wash Rack/Corrosion Control	OFC-50					

Figure 6-4--Sample MARFOR Annual Contract Maintenance Report.

Active Component FHP Fiscal Comptroller Procedures

1. General. The following paragraphs describe the procedures to be used by the active component FHP Fiscal Comptroller in determining requirements for the FHP Program.

a. Funds for the Marine Tactical Aircraft (TACAIR), Fleet Air Training (FAT), and Fleet Air Support (FAS) FHP are provided by the Operation and Maintenance, Navy (O&M,N) appropriation, for the sole purpose of supporting Marine aviation Training and Requirements.

b. The Marine Force Commanders provide projected out year flight hour requirements and possible funding shortfalls during the Program Objective Memorandum (POM) or Program Review (PR) process. Prior to the beginning of the Fiscal Year (FY), Type Commanders (TYCOMs) identify projected shortfalls to OPNAV N4/Financial Management Branch (FMB), providing execution data and projected cost increases. During the year of execution, MARFORs provide revised shortfall estimates and request additional funding as part of an annual mid-year budget review.

2. Activity Group and Sub-Activity Group (AGSAG) are provided the following funds (according to the following criteria):

a. The FHP O&M,N funds are broken into Activity Group (AG) and Sub-Activity Group (SAG) and allocated to TYCOM LANT/PAC. The MARFOR receive Operating Target (OPTAR) grants for support of specific T&R operations:

(1) Activity Group/Sub Activity Group (AGSAG). A four-character alphanumeric code used in the Operations & Maintenance, Navy (O&M,N); Operations and Maintenance, Navy Reserve (O&M,NR); Military Personnel, Navy (MPN); and Reserve Personnel, Navy (RPN) appropriations used to tag resources by specific purpose. For example, the AGSAG "1C1C" indicates the "Combat Communications" AGSAG.

(2) AGSAG 1A1A – 1A - Air Operations. 1A - Mission and other Flight Operations, which includes Tactical Aircraft (TACAIR) operations and Fleet Air Support (FAS) operations.

(3) AGSAG 1A2A – 1A – Air Operations. 2A - Fleet Air Training (FAT) or Fleet Refresher Squadron (FRS) trains new pilots or transitioning pilots based upon specific Type/Model/Series (T/M/S) aircraft training syllabi. Aviators returning to flight status from administrative staffs or non-flying billets attend FRS modified course to refresh/qualify in their T/M/S.

b. A complete list of funding and authorized use can be found in NAVSO P-3013.

3. Operational Functional Category (OFC) can be divided into the following categories:

a. Both 1A1A and 1A2A are broken into Operational (or OPTAR) Functional Category (OFC) to provide specific use of funds (direct or indirect support) and the type of support the funding provides.

b. The following provides further details of the categories associated with the FHP:

(1) Direct Support. Funds are divided in two OFC, OFC-01 and OFC-50. Each OFC has specifically assigned fund codes which are two digit alphanumeric or numeric-alpha codes that identifies the purpose of the financial transaction and ties the transaction to the appropriate funding.

(a) OFC-01 -- Organizational/Squadron Level of Funding. Identified by fund codes 7B for aviation fuels and 7F for flight equipment and administrative supplies in direct support of flight operations and aircraft (A/C) maintenance.

(b) OFC-50 -- Intermediate Maintenance Activity (IMA)/Organizational Maintenance Activity (OMA) Level of Funding. Funds support Marine Aircraft Group (MAG), Naval Air Station Aircraft Intermediate Maintenance Department (AIMD), and CV/L-class ships maintenance departments. Identified by fund code 9S for Aviation Depot Level Repairable (AVDLR) repairable components and sub-assemblies, and 7L for aviation fleet maintenance (AFM) non-repairable or consumable parts, bit and piece parts, and contract services.

(2) Indirect Support: Flying Hour Other (FO) funding. Requirements support operations and maintenance of the aircraft and/or essential support of the aviation training, readiness, and maintenance mission.

(a) OFC-09. Individual Material Readiness Lists (IMRL) and Table of Basic Allowance (TBA).

(b) OFC-10. Other Aircraft Services (OAS) to include: Mobile Facilities (MF-vans), Weather (WX), MACS/EAF, Logistics Contractor Support, repair of TBA allowance items.

(c) OFC-21. Temporary Additional Duty (TAD).

(d) OFC-23. Transportation of Things (TOT).

(3) Aviation Training Systems/Simulators (ATS/SIMS). The FHP provides funding to the TYCOMs for ATS/SIMS programs operations. The Navy and Marine Corps simulators are located at multiple training sites in CONUS and OCONUS. NAVAIR Orlando Training Systems Division has the requirement to provide Fielded Training Systems Support (FTSS). TYCOMs budget and provide funds for services to include: Contractor Operation and Maintenance Services (COMS), Contractor Instruction (CI), training device relocations, technical data verification, modifications to training devices and equipment, student management, and other support (e.g., access control, janitorial service, In-Service Engineering Office (ISEO) support, instructional systems development, spare and repair parts provisioning, etc.).

4. Funds Allocation. Funds allocated to the MARFORs are distributed to the MAW for further distribution to the MAG. The MAG Fiscal Officer controls TAD (TACAIR/FRS) funds and, in conjunction with the MALS aviation supply officer, provides Operating Targets (OPTAR) for fuel (7B), flight equipment (7F), aviation maintenance (7L), and AVDLR (9S) to the individual flying squadrons in accordance with MCO P4400.177D. The MALS Supply Accounting Division (SAD) controls and maintains accounting files and records of the direct and indirect funds (excluding TAD).

5. OFC-01 Budget OPTAR Report (BOR). The OFC-01 Budget OPTAR Report is to be used by all flying squadrons to report: execution of hours and obligations of funds in the following manner.

a. The OFC-01 BOR (flying squadrons only) reports execution of the hours and obligations of funds for each T/M/S aircraft assigned. A flying squadron may have multiple OFC-01 BORs, due to multiple Unit Identification Codes (UICs) assigned to a squadron for deployable detachments. The UIC distinguishes the detachment from the main body of the squadron, which allows for individual detachment obligations to be tracked. The BOR submission is mandatory for 18 months, (12 months during the current FY, and 6 months after the closeout of the FY to track financial corrections and/or changes of obligations and expenditure data from the Defense Financial Accounting System (DFAS). A BOR is submitted for an additional 6 months if the Gross Adjusted Obligation (GAO) changes.

(1) OFC-01 BOR is the squadron commander's official financial record of obligations and the execution of flight hours for assigned aircraft reported to MAW, MARFOR, and TYCOM. The fuel charges, (identified as 7B fund code), and flight equipment charges (identified as 7F fund code) are summarized on the OFC-01 BOR by T/M/S. OFC-01 7F fund code obligations are funded from OP-20, OFC-50, Aviation Fleet Maintenance (AFM-7L).

(2) Weekly transmittals summaries of flight equipment charges (7F) and monthly detailed summary fuel reports of aviation fuel (7B) combine to create a Budget Optar Report (BOR) that provides the TYCOM with account balances and execution information. The TYCOM summarizes all financial accounting records and provides obligations to the Defense Finance and Accounting Service.

(3) The squadron commanding officer is responsible for timely and accurate reporting of flying hours for the BOR. The hours listed on the BOR will match the Naval Aviation Flight Record (NAVFLIR) hours recorded in the squadron’s NAVFLIR/Naval Aviation Logistics Command Management Information System (NALCOMIS) database. Reconciliation of recorded flight hours between NAVFLIR/NALCOMIS and the BOR will be done daily/monthly. The squadron commanding officer must ensure correct and timely information is provided to the MAG in accordance with annual Commander Naval Air Forces (CNAF) guidance.

6. Authorized OFC-01 Charges. OFC-01 funds are for direct support of squadron aircraft operations, fuels (JP/AVGASCOM) fund code 7B, and fund code 7F, consisting of consumable operational supplies (administrative supplies/ServMart: pens, paper, notebooks) and aircrew flight equipment purchases in direct support of flight operations and A/C maintenance.

a. Admin supplies shall be limited to aircraft maintenance divisions and supporting S-3 operations. Admin supplies for other than flight related support (i.e., S-1 Personnel) is funded by O&M, MC funds. The squadron commander is responsible for the proper obligation and reporting of funds.

b. There are no discretionary funds within the OFC-01 funding.

c. The following is a list of NAVSO P-3013 authorized OFC-01 charges:

(1) Aviation fuels (JP-4, JP-5, AVGAS, and Commercial fuels) consumed in flight operations.

(2) Pilot/flight crew clothing and operational equipment. Initial and replacement issue of authorized items listed in NAVAIR Allowance List 0035QH series (except items used by maintenance personnel).

(3) Consumable office supplies (aircraft maintenance division and flight operations related S-3 operations only).

(4) Aerial film, recording tape, chart paper used in flight.

(5) Flight deck and safety shoes, used by squadron personnel in the maintenance, launch, and recovery of aircraft.

NOTE: Safety/flight deck shoes used in maintenance shops and with Aviation Maintenance Support Equipment (AMSE) are not chargeable to flight operations, but rather to AFM.

(6) Unit identification marks. Initial issue to newly reported squadron personnel.

(7) Oxygen, liquid and breathing, consumed during flight by both the pilot and aircraft systems.

(8) Shock lubricants and bearing grease. Applicable to flight operations.

(9) Nitrogen. Consumed in flight.

(10) Forms (Cognizance Symbol 1I) and publications. 1I forms, publications, and the reproduction thereof (other than initial outfitting and newly commissioned squadrons or forms and publications used in direct support of maintenance).

(11) Publications that are used to impart technical and professional knowledge (not provided by higher headquarters to officers and enlisted personnel of the command).

(12) Squadron plaques (for commanding and executive officer’s offices only).

(13) Special purpose identifying clothing utilized by squadron personnel in the readiness, launch, and recovery of aircraft. Wet suits.

(14) New items published in the aviation safety and survival bulletins for use by pilot or crewmember or other approved Aviation Life Support Systems (ALSS).

(15) Incentive awards, at the discretion of the commanding officer or as approved by TYCOM.

7. Unauthorized OFC-01 Charges

a. Administrative supplies used in support of Morale and Welfare or Marine Corps personnel administrative actions to include personnel records, official correspondence, and command/commanding officer’s official support of

activities outside of the scope of aviation training and operational readiness requirements.

b. Food or beverages - except for survival rations for aircrew.

c. Commercial services or supplies not related to aviation training and readiness requirements.

d. Computers or peripheral equipment, hardware or software.

e. Gifts or presentations, to include aircraft models/replicas, flight clothing, or other Government procured or issued items.

f. Publications of a recreational nature that contribute to the morale of the command and are not flight operations requirements. Publications that contribute to morale should be provided from the welfare and recreational funds at the discretion of the command.

8. OFC-50 BOR. Monthly summary report of direct maintenance costs for consumables parts and repairable spares are prepared and submitted by the MALS aviation supply officer to the TYCOM, MARFOR, MAW, and MAG. OFC-50 BOR provides the monthly and cumulative obligations for the direct support of aircraft by Type Equipment Code (TEC).

9. Authorized OFC-50 Charges. Direct support of aircraft operations for replacement parts and materials used on aircraft maintenance. The following is a NAVSO P-3013 list of authorized OFC-50 charges:

a. Fund Code 7L -- Consumables

(1) Paints, wiping rags, towel service, cleaning agents and cutting compounds used in preventive maintenance and corrosion control of aircraft and ground support equipment.

(2) Consumable repair parts and miscellaneous material. NSA material used in direct maintenance of aircraft, drones, targets, and component repair or related Ground Support Equipment (GSE).

(3) Pre-expended Bins (PEB), consumable maintenance material meeting requirements for use in maintenance of aircraft, aviation components, GSE, etc.

(4) Aviation Fuels and Lubricants. Aviation fuel and lubricants used in test and check of aircraft engines during engine build up, change or during maintenance (intermediate level only). Petroleum, Oil & Lubricants (POL) products, i.e. oil, fuel additives, or other petroleum products, consumed in flight.

(5) Allowance List Items NAVAIR 00-35-QH. Only items used strictly for maintenance: explosive handlers, face shields, industrial gloves, welders' goggles, and industrial non-prescription safety glasses.

(6) Fuels used in related GSE.

(7) Test bench equipment. Replacement of components used in test bench repair and rotatable pools.

(8) Repairable NSA material having a Material Control code of E, H, G, Q, or X (Non–AVDLR). NSA repairable material (Non-AVDLR) used in maintenance of aircraft.

(9) Maintenance or replacement of aircraft loose equipment listed in the aircraft inventory record.

(10) Hand tools. Consumable hand tools used in the readiness and maintenance of aircraft, maintenance and repair of components and related support equipment.

(11) Safety/Flight Deck Shoes. Used in maintenance shops.

(12) Repair and maintenance of flight clothing and aircrew equipment.

(13) Decals; restricted to decals used on aircraft.

(14) Replacement of Consumable Special Tools and Individual Material Readiness List (IMRL) allowance list items. Cost incurred for IMRL repair.

(15) Packing, Preparation and Preservation. Items consumed in interim packaging/preservation of AFM repairables.

(16) Forms (COG 1I) and Publications. Maintenance Action Form (MAF), bags, equipment condition tags, publications etc., used in support of direct maintenance of aviation components or aircraft.

(17) Special Clothing. Authorized special purpose clothing for dirty work while performing maintenance of aircraft.

(18) Replacements of General Purpose Electronic Test Equipment (GPETE) allowance items, which are missing or unserviceable (COG 7Z).

(19) Civilian field teams (CFT), contract labor support (CLS), or any non-military maintenance contracts charged to direct support of aviation fleet maintenance requires MARFOR approval prior to initiation of contract. Requirements for direct support of aircraft and/or support equipment will be submitted to the MARFOR documenting:

(a) Specific tasking or “statement of work” identifying total requirements.

(b) Longevity of the contract based on calendar dates.

(c) Daily or weekly units of work or production as outlined within the contract agreement.

(d) Recurring weekly, monthly, or annual contracts are not authorized without express approval of MARFOR.

(e) MARFOR will identify and submit all approved CFT/CLS and other maintenance contracts as identified in enclosure (8).

(f) MARFOR Assistant Chief of Staff, Aviation Logistics Division (ALD) will conduct annual reviews for requirements and validity of contracts prior to renewal.

b. Fund Code 9S -- Aviation Depot Level Repairable (AVDLR) or NSA Aviation Depot Level Repairable spare parts.

(1) High cost assemblies repairable at the Intermediate Maintenance Activity (IMA) or MALS maintenance department.

(2) Item has a Standard Unit Price (SUP) and a Net Unit Price (NUP).

(3) SUP is the cost per unit as ordered from the supply system without a corresponding carcass turn-in or exchange.

(4) NUP is a reduced unit price that takes into account the return of repairable carcasses that have been or will be returned to the supply system for repair. The requisition is charged the NUP when the carcass is available for turn-in to the supply system.

(5) In the event the carcass is not returned to the supply system, the SUP is charged. There are designated “grace periods” for CONUS/OCONUS geographical sites to allow for removal, packaging, and return shipment of carcasses to the Naval Supply System Designated Overhaul Point (DOP). However, failure to return the carcass to the supply system within the specified time period results in additional charges to the OFC-50 OPTAR. The additional carcass charges, SUP vice NUP, are significant and impacts directly on the Cost Per Hour (CPH) of the aircraft.

10. Unauthorized OFC-50 Charges

a. Any charges of materials, parts, or supplies not directly related to the maintenance or support of aircraft, aviation ground support equipment, or aviation peculiar support equipment.

b. Buildings and grounds upkeep.

c. Additional items such as:

(1) Shipment of aviation parts Ready for Issue (RFI) or Non-RFI, materials, or any organic supplies and equipment. Transportation charges for Government or commercial shipments or shipping services to include Fedex, UPS, and other CONUS/OCONUS shipments.

(2) Office equipment leases or purchases, to include copiers, computers, and other labor saving administrative equipment.

(3) Non-aviation related services or support agreements.

(4) Facilities, building and grounds, and runway/ramp repairs or renovation.

(5) Furniture, household-cleaning supplies, material handling equipment or services.

(6) Transportation or vehicle rental agreements other than aircraft handling/towing equipment. (See Transportation of Things charges.)

(7) Mailing or correspondence materials and services.

(8) Civilian labor, software, or technical services requirements not approved by the TYCOM.

(9) Food and beverages.

11. CPH. The CPH for a specific aircraft is computed by adding all related direct support requirements from the OFC-01 BOR, and the OFC-50 BOR total obligations, and fair share of miscellaneous charges. Fair share is a percentage of miscellaneous charges based on the number of aircraft divided by the number of executed hours over the same time period. The monthly CPH for each T/M/S must be derived from three sources and combined for the Total CPH:

a. The OFC-01 BOR charges are calculated as follows:

(1) OFC-01 Fuel (7B) obligations for each T/M/S divided by executed hours = Fuel CPH.

Example: F/A-18C ($8,805,126 ÷ 8,304.3 HOURS) = $1,060 Fuel CPH

(2) OFC-01 Flt Equipment (7F) obligations for each T/M/S divided by executed hours = Flight Equipment CPH.

Example: F/A-18C ($830,430 ÷ 8,304.3 HOURS) = $100

b. The OFC-50 BOR for obligations at the MAG/IMA level of maintenance support. The CPH for AFM (7L) and AVDLR (9S) equation is as follows:

Obligations by T/M/S divided by hours for all squadrons = CPH (less TYCOM withholds).

(1) Example: Obligations for F/A-18C ÷ Hours for F/A-18C = CPH

OR

(2) AFM (7L) (14,050,589 ÷ 8,304.3) = $1,691 CPH
AVDLR (9S) (22,027,553 ÷ 8,304.3) = $2,652 CPH

c. TYCOM withholds, funding documents, fund codes 7B, 7F, 7L, and 9S, for services, parts, and contracts in support of specific T/M/S generated by squadron/MAG requirements for external support of the squadron/aircraft are added to the I-Level CPH by the TYCOM. Therefore, it is essential that all charges be tracked for accuracy and validity against each T/M/S of aircraft.

12. Indirect Support. Commonly referred to as Flying Hour Other (FO) accounts require the same reporting as direct support OFCs. FO costs are not considered in the CPH calculations. However, the impact of under-funding FO accounts impacts significantly on the overall FHP.

a. Authorized IMRL/TBA OFC-09 Charges:

(1) Individual Material Readiness Lists (IMRL) OFC-09 - NSA Material Individual Material Readiness List (IMRL) initial issue.

(2) Marine Table of Basic Allowance (TBA), OFC-09 – Approved and authorized allowance items initial issue.

b. Unauthorized IMRL/TBA OFC-09 Charges:

(1) Purchase/requisition of non-IMRL/TBA allowance list items.

(2) Services or repairs of IMRL/TBA items.

(3) Contract and contract support.

c. Authorized Other Aircraft Services (OAS) OFC-10 Charges:

(1) Mobile Maintenance Facilities (MMF-vans) - repairs, preventative maintenance and replacements of parts for the vans, air conditioning, and generator support.

(2) External Training Loads, Targets, Tow Banners, and Dunnage.

(3) Weather (WX) - Authorized maintenance and repair parts, supplies, and services related to aviation support.

(4) MACS/EAF – Authorized maintenance and repair parts, supplies, and services related to aviation support.

(5) Logistics/Technical Contractor Support - Authorized technical assistance and training support contractors approved by MARFOR. Contractors for technical, logistics or maintenance support charged to indirect support requires MARFOR approval prior to initiation of the contract. Requirements will be submitted to the MARFOR documenting:

(a) Specific tasking or “statement of work” identifying total requirements.

(b) Longevity of the contract based on calendar dates.

(c) Daily or weekly units of work or production as outlined within the contract agreement.

(d) Recurring weekly, monthly, or annual contracts are not authorized without express approval of MARFOR.

(e) MARFOR will identify and submit all approved maintenance contracts as identified in enclosure (8).

(f) MARFOR Assistant Chief of Staff, Aviation Logistics Division (ALD) will conduct annual reviews for requirements and validity of contracts prior to renewal.

(6) Repair of TBA allowance end items - Authorized maintenance and repair parts, supplies, and services related to aviation support.

(7) Range fees and airfield operations charges in support of aviation training and readiness missions.

d. Unauthorized OAS OFC-10 Charges: Obligations that are not specifically for the support of the aircraft readiness or maintenance requirements as listed above. Transportation or shipping services for any purpose.

e. Authorized TAD OFC-21 Charges:

(1) Temporary Additional Duty (TAD) travel and per diem charges for aviation support or related requirements for military and Government employees (GS).

(2) School quotas for aviation squadron or unit training.

(3) Squadron or unit training for aviation related readiness.

(4) Factory maintenance training.

(5) TRANS-PACIFIC or TRANS-ATLANTIC for aircrew and maintenance support personnel regardless of the change of custody of the aircraft.

(6) Crew rotation (CONUS)-Rotation of crews within squadron.

(7) Travel and per diem for military and Government employees to conduct site visits and inspections of aviation logistics and maintenance operations ashore or afloat.

(8) Site surveys for air operations and deployments. Attendance at aviation related planning or technical conferences.

(9) Deployment (within/outside CONUS).

(10) Emergency quarters while on extended flight.

f. Unauthorized TAD OFC-21 Charges:

(1) Funding of travel for military spouses and/or family members, civilian contractors, or non-Government employees are not authorized.

(2) Funding military personnel or Government employees traveling for non-aviation related support to include conferences, seminars, and site visits.

(3) Funding travel of emergency leave or morale leave.

(4) Funding travel for personal business or official business not related to the support of aircraft or Marine Aviation.

g. Authorized Transportation of Things (TOT) OFC-23 Charges:

(1) TOT, OFC-23, includes costs of transportation of ready for issue (RFI) aviation parts, materials, and related things chargeable to aviation operating force funds. Trans-shipment of supply system parts via Government shipping channels to include Air Mobility Command (AMC), Military Sealift Command (MSC), or contract commercial sources (Fedex/UPS/DHL) as appropriate to meet delivery date requirements.

(2) Costs are limited to transportation of organic (squadron owned) aviation material to include support equipment and maintenance tools in support of aviation operations and training.

(3) The TYCOM establishes and funds Transportation Account Codes (TAC) for transportation and movement of TOT in support of specific operations and exercises. The TAC permits units to cite the appropriate TAC for billing of AMC, MSC, or commercial carriers obligations. MARFOR TOT funds are withheld by the TYCOM to cover individual unit TAC obligations.

(4) Packaging and preservation materials and supplies used in processing authorized shipments of aviation parts and support equipment.

(5) Lease/rental agreements for forklifts, flight line delivery vehicles and other materials handling equipment.

(6) Transportation or vehicle lease/rental agreements other than aircraft handling/towing equipment used to support flight line operations, delivery and movement of aircraft parts and supplies.

h. Unauthorized TOT OFC-23 Charges:

(1) Shipment of Non-RFI components to depot level or commercial repair sites (CONUS or OCONUS) or to other Naval Supply System designated activities.

(2) Transportation, packaging, or storage of personal effects, household goods, or privately owned vehicles. These charges should be referred to the appropriate Transportation Management Office (TMO) for proper entitlements and/or disposition.

(3) Commercial shipping agreement contracts or services (Fedex, UPS, or other commercial shippers) not specifically approved by MARFORs ALD and the TYCOM.

13. Contingency Operations. The policies and procedures for the funding of contingency operations are provided in the following paragraphs:

a. A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law. Contingency operations hours are conducted in support of contingency operations as delineated by the TYCOM directions. For budgeting purposes, contingency hours are “executed hours,” flown as direct or indirect support of designated contingency operation(s) in excess of Training & Readiness (T&R) hours funded by the OP-20.

b. The MARFORs are responsible for the accurate and timely reporting of contingency hours and financial obligations. Assistant Chief of Staff, G-3/ Comptroller/G-8 will document, record, report and maintain files for contingency hours and obligated funding for contingency operation(s). Execution data of contingency hours will reflect total hours and total costs for each contingency operation and will be maintained as separate entities from baseline hours and cost. The execution data will be maintained by contingency location (for multiple sites and/or deployments), aircraft T/M/S, and funding category obligations (fuel/consumables/contracts/AVDLR/FO). FHP CPH costs and Flying Hours Other (FO) costs will reflect ongoing operations, identifying organic and activated reserve squadrons costs as separate entities for financial reporting purposes.

(1) MARFORs will ensure costs for each T/M/S are inclusive of active duty and activated reserve squadrons funded directly or indirectly by funding documents or reimbursable funds.

(2) Organic squadron contingency hours will be identified and reflected in total hours and costs by the reporting squadron as directed by MARFOR/TYCOM via the BOR(s) monthly for direct and indirect support.

(3) Contingency hours, for organic squadrons and activated reserve squadrons, will be reconciled monthly between the active MAW, 4th MAW, and the MARFOR (G-3 for executed hours and Comptroller/G-8 for obligated costs).

(4) The MARFOR Comptroller/G-8 will reconcile with the TYCOM for contingency hours and supporting financial obligation reports. Reports will maintain continuity and accuracy for financial obligations.

c. Supplemental Funds: Contingency operations are funded by supplemental funds to relieve the TYCOM of having to fund flight hours flown in excess of OP-20 budgeted hours. Supplemental funds are requested by the TYCOM based on an "approved" contingency operation. TYCOMs must request supplemental from FMB.

d. Over-executed flight hours not flown in support of a contingency operation(s) will not be funded. Additionally, if the sum of training hours and those executed in support of contingencies does not exceed OP-20 baseline (funded hours), it is not considered for supplemental funds. These costs are the internal responsibility of the MARFORs or TYCOM.

e. T&R flight hours lost (under-executed or not executed) while supporting contingency operations shall not be flown in addition to programmed T&R hours for subsequent months of execution or flown in excess scheduled hours in other squadron(s) with same/similar aircraft or missions, unless mission requirements dictate.

f. Movement of under-executed flight hours to satisfy T&R requirements for a squadron's lost hours should be done to create normal utilization of aircraft and to complete aircrew T&R requirements. Over-flying to meet total execution of MAW SBTP is prohibited. Each hour should reflect a T&R requirement and a corresponding contingency hours offsets.

14. Activated Reserve Unit Flight Hour Funding Procedures.

a. Upon activation (as defined in enclosure (9) and Joint Publication 1-02), all the RC unit flight hour costs will be funded entirely via O&M,N by the gaining AC MARFOR, regardless of where the activated RC unit is operating. Upon deactivation, the RC unit's FHP funding will revert back to O&M,NR funding through MARFORRES. It is incumbent upon the activated RC unit to report their unexecuted flight hour funds to 4th MAW for submission to MARFORRES.

b. MARFORRES/4th MAW will report all activated unit's remaining unexecuted Flight Hour funds to Commander Naval Reserve Forces Command for submission to OPNAV N-82 Financial Management Branch (FMB) for reprogramming. FMB will submit the reprogramming initiative to OSD with CMC advocacy. The intent is to source the gaining AC MARFOR budget shortfall with the unexecuted reserve flight hour funds.

c. Activated reserve squadron hours for both contingency operations and CONUS training will be logged by aircrew, identified by T/M/S, and reported monthly to the TYCOM using their activated ORG code (listed in enclosure (5) paragraph 6) as coordinated by the MARFOR and MARFORRES/4th MAW. The MARFOR providing the financial resources for the activated reserve squadron(s) will report the executed hours and costs.

15. Frequently Used Financial Acronyms. The table of frequently used acronyms in the FHP Program is listed below in order to enable commanders to have an easily accessible source of information.

AFM	Aviation Fleet Maintenance
AG	Activity Group
AIMD	Aviation Intermediate Maintenance Department
ASD	Aviation Supply Department
ASHE	Aviation Support Handling Equipment
AVDLR	Aviation Depot Level Repairable
BISOG	Blue (Navy $$) in Support of Green (USMC $$)
BOR	Budget Operating Report
CLS	Contractor Logistics Support
CNAF	Commander, Naval Air Forces (see CNAP)
CNAL	Commander, Naval Air Forces, Atlantic
CNAP	Commander, Naval Air Forces, Pacific
DFAS	Defense Financial and Accounting Services
FAS	Fleet Air Support
FAT	Fleet Air Training (see FRS)
FHP	Flying Hour Program
FHPS	Flying Hour Projection System
FRS	Fleet Readiness Squadron (see FAT)
GSE	Ground Support Equipment
IMA	Intermediate Maintenance Activity
IMRL	Individual Material Requirements List
MACP	Marine Aviation Campaign Plan
MALS	Marine Aviation Logistics Squadron
MARFOR(Lant/PAC/RES)	Commander, U.S. Marine Forces (Atlantic/Pacific/RESERVE)
MF vans	Mobile Facilities vans
MFL/MFP	MARFORLANT/MARFORPAC
OAS	Other Aircraft Services
OFC	Operational Functional Category
OMN	Operational and Maintenance, Navy
OP-20	Flying Hour Program DON Budget Exhibit
PMAA	Primary Mission Assigned Aircraft
POM	Program Objective Memorandum (even year)
PPBE	Planning, Programming, Budgeting, Execution
PR	Program Review (odd year)
SAD	Aviation Supply Accounting Division
SAG	Sub Activity Group
TACAIR	Tactical Aircraft
TAD	Temporary Additional Duty

TBA	Table of Basic Allowance
TECOM	Training and Education Command
TL	Transmittal
TMS	Type Model Series of Aircraft
TOT	Transportation of Things
TYCOM	Type Commander

Reserve Component FHP Fiscal Comptroller Procedures

1. General

a. Funds for the Marine Aviation Reserve Flying Hour Program (FHP) are provided by the Operations and Maintenance, Navy Reserve (O&M,NR) appropriation, for the sole purpose of supporting Reserve Marine Aviation Training and Readiness requirements.

b. 4th MAW G-3 provides out year estimated flight hours and identifies budget shortfalls during the Program Objective Memorandum (POM) or Program Review (PR) process. Commander Naval Reserve Forces Command (CNRFC) N-8 addresses shortfalls to OPNAV N4/FMB as required providing execution data and projected cost increases. In the year of execution, during the CNRFC N-8's mid-year budget review process, 4th MAW provides revised shortfall estimates and requests additional funding as required.

2. Activity Group and Sub-Activity Group (AGSAG)

a. The FHP, O&M,NR funds are broken into activity group (AG) and sub-activity Group (SAG), and allocated to the CNRFC N-8. Site comptrollers receive operating target (OPTAR) grants, with the guidance from 4th MAW Aviation Logistics Division, for support of specific training and readiness (T&R) operations.

b. AGSAG is a four-character alphanumeric code used in the O&M,NR appropriation used to tag resources by specific purpose. For example, the AGSAG "1A1A" indicates the "Flight Hour Funding" AGSAG.

c. A complete list of funding and authorized use can be found in NAVSO P-3013.

3. Reserve Funding Categories

a. The Reserve funding categories contain both direct funding and indirect funding. The following provides more detail on the funding categories associated with the Reserve FHP:

(1) Direct Support. Funds are divided in four flight-funding categories: fuel, organizational maintenance activity (OMA), intermediate maintenance activity (IMA) and Aviation Depot Level Repairables (AVDLR).

(a) Fuel. Organizational/Squadron level of funding. This category of funding is for fuel, flight equipment and administrative supplies (Serv-Mart).

(b) OMA, IMA, and AVDLR funding. Funds support Reserve Marine squadrons, Reserve Naval Air Station Aircraft Intermediate Maintenance Department (AIMD) as well as Aviation Depot Level Repairable (AVDLR) repairable components and sub-assemblies, Aviation Fleet Maintenance OMA/IMA non-repairable or consumable parts, bit and piece parts, and contract services.

(2) Indirect Support. Flying hour other (FO) funding supports operations and maintenance of the aircraft and/or essential support of aviation training, readiness, and maintenance mission. Categories are:

(a) Individual Material Readiness Lists (IMRL) and Table of Basic Allowance (TBA).

(b) Other Aircraft Services (OAS), to include mobile facilities (MF-vans), Weather (WX), Marine Corps Air Station (MCAS)/Expeditionary Air Field (EAF), logistics contractor support, repair of TBA allowance items.

(c) Temporary Additional Duty (TAD).

(d) Transportation of Things (TOT).

(3) Aviation Training Systems/Simulators (ATS/SIMS). The FHP provides funding to the CNRFC N-8 for ATS/SIMS programs operations. The Navy and Marine Corps Reserves simulators are located at multiple training sites in CONUS. NAVAIR Orlando Training Systems Division has the requirement to provide Fielded Training Systems Support (FTSS) Services. CNRFC N-8 budgets and provide funds for services to include: contractor operation and maintenance services (COMS), contractor instruction (CI), training device relocations, technical data verification, modifications to training devices and equipment, student management, and other support (e.g., access control, janitorial service, In-Service Engineering Office (ISEO) support, instructional systems development, spare and repair parts provisioning, etc).

4. Funds Allocation. Funds allocated to the Marine Reserves are distributed to the site comptrollers for further distribution to the Marine Reserve Squadrons. The site comptrollers provide OPTAR for fuel, OMA, IMA and AVDLR to the individual flying squadrons. Funding received from the site comptroller is entered into Fund Administration and Standardized Data Automation (FAST DATA), which produce the OPTARs for each category. These OPTARs are established to ensure funding is available before a requirement is released into the system. The aviation supply officer controls TAD funds for the squadron(s) at that site.

5. Flight Hour Cost Report (FHCR)

a. The FHCR (flying squadrons only) reports execution of the hours and cumulative obligations for the direct support of aircraft by Type Equipment Code (TEC). Individual detachment(s) obligations will be tracked and reported separately on the FHCR. Site comptrollers are required to submit the monthly FHCR to CNRFC N-8 within the first 10 working days of the month (by the 15th).

(1) The FHCR is the squadron commander's official financial record of obligations and the execution of flight hours for assigned aircraft reported to 4th MAW and CNRFC N-8. The fuel charges and flight equipment charges are summarized on the FHCR by T/M/S.

(2) The squadron’s commanding officer (S-3) is responsible for timely and accurate reporting of flying hours for the FHCR. The hours listed on the FHCR will match the Naval Aviation Flight Record (NAVFLIR) hours recorded in the squadron’s NAVFLIR/Naval Aviation Logistics Management Information System (NALCOMIS) database. Reconciliation of recorded flight hours between NAVFLIR/NALCOMIS and the FHCR will be conducted on a daily basis. Corrective action shall be taken prior to monthly submission of the FHCR and NAVFLIR reports.

6. Authorized Fuel Charges. Fuel funds are for direct support of squadron aircraft operations, fuels jet petroleum (JP)/aviation gas commercial (AVGASCOM), consumable operational supplies (administrative supplies/ServMart – pens, paper, notebooks) and pilots and aircrew flight equipment purchases.

a. Admin supplies shall be limited to aircraft maintenance divisions and supporting flight operations. Admin supplies for other than flight related support (i.e., S-1 Personnel) are funded by O&M,MCR funds. The squadron commander is responsible for the proper obligation and reporting of funds.

b. There are no discretionary funds within the fuel funding category.

c. The following is a list of NAVSO P-3013 authorized fuel charges:

(1) Aviation fuels (JP-4, JP-5, AVGAS, and commercial fuels), consumed in flight operations.

(2) Aircrew clothing and operational equipment. Includes initial and replacement issue of authorized items listed in NAVAIR Allowance List 0035QH series (except items used by maintenance personnel).

(3) Consumable office supplies (aircraft maintenance division and related S-3 operations only).

(4) Aerial film, recording tape, chart paper used in flight.

(5) Flight deck and safety shoes used by squadron personnel in the maintenance, and launch and recovery of aircraft. Safety/flight deck shoes used in maintenance shops and with Aviation Maintenance Support Equipment (AMSE) are not chargeable to flight operations, but rather to aviation fleet maintenance.

(6) Unit Identification Marks. Initial issue to newly reported squadron personnel.

(7) Oxygen, liquid and breathing, consumed during flight by both the pilot and aircraft systems.

(8) Shock lubricants and bearing grease. Applicable to flight operations.

(9) Nitrogen consumed in flight.

(10) Forms, publications, and the reproduction thereof (other than initial outfitting of newly commissioned squadrons, or forms and publications used in direct support of maintenance).

(11) Publications used to impart technical and professional knowledge (not provided by higher headquarters to officers and enlisted personnel of the command).

(12) Squadron plaques for units only; not for personal awards, except for commanding and executive officers' offices.

(13) Special purpose identifying clothing utilized by squadron personnel in the maintenance, launch, and recovery of aircraft and wet suits.

(14) New items published in the aviation safety and survival bulletins for use by pilot or crewmember or approved Aviation Life Support Systems (ALSS).

(15) Incentive awards at the discretion of the commanding officer, or as approved by TYCOM.

7. Unauthorized Fuel Charges

a. Administrative supplies used in support of morale and welfare or Marine Corps personnel administrative actions to include personnel records, official correspondence, and command/commanding officer's official support of activities outside of the scope of aviation training and operational readiness requirements.

b. Food or beverages; except for survival rations for pilot/aircrew.

c. Commercial services or supplies not related to aviation T&R requirements.

d. Computers, peripheral equipment, and software.

e. Gifts or presentations, to include aircraft models/replicas, flight clothing, or other Government procured or issued items.

f. Publications of a recreational nature that contribute to the morale of the command that are not flight operations requirements. Publications that contribute to morale should be provided from the welfare and recreational funds at the discretion of the command.

8. Authorized OMA, IMA and AVDLR Charges. Direct support of aircraft operations for replacement parts and materials used on aircraft maintenance. The following is a list of authorized charges in accordance with NAVSO P-3013:

a. OMA and IMA Consumables

(1) Paints, wiping rags, towel service, cleaning agents, and cutting compounds used in preventive maintenance and corrosion control of aircraft and ground support equipment.

(2) Consumable repair parts and miscellaneous material. Naval Support Activity (NSA) material used in direct maintenance of aircraft, drones, targets, and component repair or related Ground Support Equipment (GSE).

(3) Pre-expended Bins (PEB), consumable maintenance material meeting requirements of use in maintenance of aircraft, aviation components, GSE, etc.

(4) Aviation fuel and lubricants used in the testing of aircraft engines during engine build up, change or during maintenance (intermediate level only). Petroleum, Oil & Lubricants (POL) products, i.e., oil, fuel additives, or other petroleum products, consumed in flight.

(5) Allowance list items; only items used strictly for maintenance: explosive handlers, face shields, industrial gloves, welders' goggles, and industrial non-prescription safety glasses.

(6) Fuels used in related GSE.

(7) Test Bench Equipment. Replacement of components used in test bench repair and rotatable pools.

(8) Repairable NSA material having a material control code of E, H, G, Q, or X (Non–AVDLR). NSA repairable material (Non-AVDLR) used in maintenance of aircraft.

(9) Maintenance or replacement of aircraft loose equipment listed in the aircraft inventory record.

(10) Consumable hand tools used in the readiness and maintenance of aircraft, maintenance and repair of components and related support equipment.

(11) Safety/flight deck shoes used in maintenance shops.

(12) Repair and maintenance of flight clothing and pilots/crew equipment.

(13) Decals; restricted to decals used on aircraft.

(14) Replacement of consumable special tools and IMRL allowance list items, and cost incurred for IMRL repair.

(15) Packing, Preparation and Preservation. Items consumed in interim packaging/preservation of aviation fleet maintenance repairables.

(16) Forms and Publications. Maintenance Action Form (MAF), MAF Bags, equipment condition tags, publications, etc., used in support of direct maintenance of aviation components or aircraft.

(17) Authorized special purpose clothing for dirty work while performing maintenance of aircraft.

(18) Replacements of General Purpose Electronic Test Equipment (GPETE) allowance items, which are missing or unserviceable (COG 7Z).

(19) Civilian field teams (CFT); contract labor support (CLS), or any non-military maintenance contracts charged to direct support of aviation fleet maintenance requires MARFOR/4th MAW approval prior to initiation of contract. Requirements for direct support of aircraft and/or support equipment will be submitted to the MARFOR/4th MAW documenting:

(a) Specific tasking or "statement of work" identifying total requirements.

(b) Longevity of the contract based on calendar dates.

(c) Daily or weekly units of work or production as outlined within the contract agreement.

(d) Recurring weekly, monthly, or annual contracts are not authorized without express approval of 4th MAW and CNRFC N-8.

(e) 4th MAW Assistant Chief of Staff, Aviation Logistics Division (ALD) will conduct annual reviews for requirements and validity of contracts prior to renewal.

b. AVDLR or NSA ADLR

(1) High cost assemblies repairable at the IMA or MALS maintenance department.

(2) Items have a standard unit price (SUP) and a net unit price (NUP).

(a) SUP is the cost per unit as ordered from the supply system without a corresponding carcass turn-in or exchange.

(b) NUP is a reduced unit price for carcass charges that have been or will be returned to the supply system for repair. The requisition is charged the NUP when the carcass is available for turn-in to the supply system.

(c) In the event the carcass is not returned to the supply system, the SUP is charged. There are designated “grace periods” for CONUS/OCONUS geographical sites to allow for removal, packaging, and return shipment of carcasses to the Naval Supply System Designated Overhaul Point (DOP). However, failure to return the carcass to the supply system within the specified time period results in additional charges to the AVDLR OPTAR. The additional carcass charges, standard price vice net price, are significant and impacts directly on the CPH of the aircraft.

9. Unauthorized OMA, IMA and AVDLR Charges

a. Any charges of materials, parts, or supplies not directly related to the maintenance or support of aircraft, aviation ground support equipment, or aviation-peculiar support equipment.

b. Buildings and grounds upkeep.

c. Additional items such as:

(1) Shipment of aviation parts (RFI or Non-RFI), materials, or any organic supplies and equipment. Transportation charges for government or commercial shipments or shipping services to include FEDEX, UPS, and other CONUS/OCONUS shipments.

(2) Office equipment leases or purchases, to include copiers, computers, and other labor-saving administrative equipment.

(3) Non-aviation related services or support agreements.

(4) Facilities, building and grounds, and runway/ramp repairs or renovation.

(5) Furniture, household-cleaning supplies, material handling equipment or services.

(6) Transportation or vehicle rental agreements other than aircraft handling/towing equipment.

(7) Mailing or correspondence materials and services.

(8) Civilian labor, software, or technical services requirements not approved by the TYCOM.

(9) Food and beverages.

10. Cost Per Hour (CPH). The CPH for a specific aircraft is computed by adding all related direct support requirements from the FHCR (fuel, OMA, IMA and AVDLR) to the total obligations, and dividing by the number of executed hours within the same time period.

a. Fuel obligations for each Type/Model/Series (T/M/S) divided by executed hours = Fuel CPH.

Example: F/A-18A ($8,805,126 ÷ 8,304.3 Hours) = $1,060 Fuel CPH

b. Obligations by T/M/S divided by hours for all squadrons = CPH (less CNRFC N-8 withholds). The CPH for OMA, IMA and AVDLR equation is as follows:

(1) Example: Obligations for F/A-18A ÷ Hours for F/A-18A = CPH

OR

(2) OMA/IMA (14,050,589 ÷ 8,304.3) = $1,691 CPH
AVDLR (22,027,553 ÷ 8,304.3) = $2,652 CPH

11. Indirect Support. Commonly referred to as Flying Hour Other (FO) accounts require the same reporting as direct support. FO costs are not considered in the CPH calculations. However, under-funding FO accounts impacts significantly on the overall FHP.

a. Authorized IMRL/TBA Charges

(1) Individual Material Readiness Lists (IMRL); NSA Material and (IMRL) initial issue.

(2) Marine Table of Basic Allowance (TBA); approved allowance items initial issue and replacement.

b. Unauthorized IMRL/TBA Charges

(1) Purchase/requisition of non-IMRL/TBA allowance list items.

(2) Services or repairs of IMRL/TBA items.

(3) Contract or contractor support.

c. Authorized OAS Charges

(1) Mobile facilities (MF-vans); repairs, preventative maintenance and replacements of parts for the vans, air conditioning, and generator support.

(2) Weather (WX); authorized maintenance and repair parts, supplies, and services related to aviation support.

(3) MACS/EAF; authorized maintenance and repair parts, supplies, and services related to aviation support.

(4) Logistics/Technical Contractor Support; authorized technical assistance and training support contractors approved by CNRFC/N-8/4th MAW. Contractors for technical, logistics, or maintenance support charged to indirect support requires CNRFC/N-8/4th MAW approval prior to initiation of the contract. Requirements will be submitted to the CNRFC/N-8/4th MAW documenting:

(a) specific tasking or "statement of work" identifying total requirements;

(b) longevity of the contract based on calendar dates;

(c) daily or weekly units of work or production as outlined within the contract agreement;

(d) recurring weekly, monthly, or annual contracts are not authorized without express approval of CNRFC/N-8/4th MAW;

(e) 4th MAW/CNRFC N-8 will identify and submit all approved maintenance contracts as identified in enclosure 7. "Contract Maintenance Report" and

(f) 4th MAW Assistant Chief of Staff, ALD and CNRFC N-8 will conduct annual reviews for requirements and validity of contracts prior to renewal.

(5) Repair of TBA allowance end items - authorized maintenance and repair parts, supplies, and services related to aviation support.

(6) Range fees and airfield operations charges in support of aviation T&R missions. These charges are handled directly by CNRFC N-8.

d. Unauthorized OAS Charges. Obligations that are not specifically for the support of the aircraft maintenance requirements as listed above, as well as transportation or shipping services for any purpose.

e. Authorized TAD Charges

(1) Temporary Additional Duty (TAD) travel and per diem charges for aviation support or related requirements for military and Government employees.

(2) School quotas for aviation squadron or unit training.

(3) Squadron or unit training for aviation related readiness.

(4) Factory maintenance training.

(5) Trans-Pacific or Trans-Atlantic for aircrew and maintenance support personnel regardless of the chain of custody of the aircraft.

(6) Crew Rotation (CONUS). Rotation of crews within squadron.

(7) Travel and per diem for military and Government employees to conduct site visits and inspections of aviation logistics and maintenance operations ashore or afloat.

(8) Site surveys for air operations and deployments. Attendance at aviation related planning or technical conferences.

(9) Deployment (within/outside CONUS).

(10) Emergency quarters while on extended missions.

f. Unauthorized TAD Charges

(1) Funding of travel for military spouses and/or family members, civilian contractors, or non-government employee is not authorized.

(2) Funding military personnel or Government employees traveling for non-aviation related support to include conferences, seminars, and site visits.

(3) Funding travel of emergency leave or morale leave.

(4) Funding travel for personal business or official business not related to the support of aircraft or Marine Aviation.

g. Authorized TOT Charges

(1) Transportation of Things (TOT) includes costs of transportation of ready for issue (RFI) aviation parts, materials, and related things chargeable to aviation operating force funds. Trans-shipment of supply system parts via Government shipping channels to include Air Mobility Command (AMC), Military Sealift Command (MSC), or contract commercial sources (FEDEX/UPS/DHL) as appropriate to meet delivery date requirements.

(2) Costs are limited to transportation of organic (squadron owned) aviation material to include support equipment and maintenance tools in support aviation operations and training.

(3) The CNRFC N-8 and 4th MAW ALD-C establishes and funds Transportation Account Codes (TAC) for transportation and movement of TOT in support of specific operations and exercises. The TAC permits units to cite the appropriate TAC for billing of AMC, MSC, or commercial carriers obligations. TOT funds are withheld by the 4th MAW/site comptrollers to cover individual unit TAC obligations.

(4) Packaging and preservation materials and supplies used in processing authorized shipments of aviation parts and support equipments.

(5) Lease/rental agreements for forklifts, flight line delivery vehicles and other materials handling equipment.

(6) Transportation or vehicle lease/rental agreements other than aircraft handling/towing equipment used to support flight line operations, delivery and movement of aircraft parts and supplies.

h. Unauthorized TOT Charges

(1) Shipment of Non-RFI components to depot level or commercial repair sites (CONUS or OCONUS) or to other Naval Supply System designated activities.

(2) Transportation, packaging, or storage of personal effects, household goods or privately owned vehicles. These charges should be referred to the appropriate Transportation and Movement Office (TMO) for proper disposition.

(3) Commercial shipping agreement contracts or services (Fedex, UPS, or other commercial shippers) not specifically approved by 4th MAW ALD and the CNRFC N-8.

12. Reserve Activation and Contingency Operations

a. Upon activation, the Gaining Force Command (GFC) will fund, via O&M,N, all flight hour operations to include Flying Hour Other(FO) costs. Activated reserve squadrons are funded, directly or indirectly, by reimbursable funds for all contingency flight hours.

(1) Direct Funding. The activated reserve squadron is attached to an active duty MAW that supplies all support required. On the activation date, the activated reserve squadron is funded by the GFC through the MAW.

(2) Indirect Funding. The activated reserve squadron, when not directly attached to an active duty MAW, is funded on the activation date by reimbursable documents from the GFC sent to Navy Reserve site comptrollers.

b. Contingency Operations. A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law. Contingency operations flight hours are conducted in support of contingency operations as delineated by the TYCOM directions. For budgeting purposes, contingency hours are “executed hours,” flown as direct or indirect support of designated contingency operation(s).

c. MARFORLANT/MARFORPAC/4th MAW is responsible for the accurate and timely reporting of contingency hours and financial obligations. Assistant Chief of Staff, G-3/4th MAW ALD-C will document, record, report, and maintain files for contingency hours and obligated funding for contingency operations. Execution data of contingency hours will reflect total hours and total costs for each contingency operation and be maintained as separate entities by contingency location (for multiple sites and/or deployments), aircraft T/M/S, and funding category obligations (fuel/consumables/ contracts/AVDLR/FO). CPH and (FO) costs will reflect ongoing operations, identifying activated reserve squadrons costs as separate entities for financial reporting purposes.

(1) Activated reserve squadron contingency hours, when using direct funding, will be identified by T/M/S and reported monthly to the TYCOM as coordinated by the MARFOR. The MARFOR providing the financial resources for the activated reserve squadron(s) will report the executed hours and costs.

(2) Contingency hours, for activated reserve squadrons using reimbursable funding, will be reconciled monthly between the active MAW, 4th

MAW, and the MARFOR (G-3 for executed hours and Comptroller/G-8 for obligated costs). 4th MAW will identify by T/M/S and report the contingency hours and costs to the MARFOR that is providing the financial resources.

d. T&R flight hours lost (under executed or not executed) while supporting contingency operations shall not be flown in addition to programmed T&R hours for subsequent months of execution or flown in excess scheduled hours in other squadron(s) with same/similar aircraft or missions, unless mission requirements dictate.

e. Movement of under executed flight hours to satisfy T&R requirements for a squadron's lost hours should be done to create normal utilization of aircraft and to complete aircrew T&R requirements. Over-flying to meet total execution of Wing SBTP is prohibited. Each hour should reflect a T&R requirement and a corresponding contingency hours offsets.

f. Activated reserve squadron hours for contingency operations and CONUS training will be logged by aircrew, identified by T/M/S, and reported monthly to the TYCOM using their activated ORG code (listed in enclosure (5) paragraph 6) as coordinated by the MARFOR and MARFORRES/4th MAW. The MARFOR providing the financial resources for the activated reserve squadron(s) will report the executed hours and costs.

13. Frequently Used Financial Acronyms

AFM	Aviation Fleet Maintenance
AG	Activity Group
AIMD	Aviation Intermediate Maintenance Department
ALD-C	Aviation Logistic Division Aviation Supply
ASD	Aviation Supply Department
ASHE	Aviation Support Handling Equipment
AVDLR	Aviation Depot Level Repairable
BISOG	Blue (Navy $$) in Support of Green (USMC $$)
CLS	Contractor Logistics Support
CNAF	Commander, Naval Air Forces (see CNAP)
CNAL	Commander, Naval Air Forces, Atlantic
CNAP	Commander, Naval Air Forces, Pacific
CNRFC	Commander, Naval Reserve Forces Command
DFAS	Defense Financial and Accounting Services
FAS	Fleet Air Support
FastData	Fund Administration and Standardized Data Automation
FAT	Fleet Air Training (see FRS)
Fuel	Fuel funding Category
FHCR	Flight Hour Cost Report
FHP	Flying Hour Program
FHPS	Flying Hour Projection System
FRS	Fleet Readiness Squadron (see FAT)
GSE	Ground Support Equipment
IMA	Intermediate Maintenance Activity Consumables Category
IMRL	Individual Material Requirements List
JON	Job Order Number
MACP	Marine Aviation Campaign Plan
MALS	Marine Aviation Logistics Squadron

MARFOR (Lant/PAC/RES)	Commander, U.S. Marine Forces (Atlantic/Pacific/Reserve)
MF vans	Mobile Facilities vans
OAS	Other Aircraft Services
OMA	Operational Maintenance Activity Category
OMNR	Operational and Maintenance, Navy Reserves
OP-20	Flying Hour Program DON Budget Exhibit
PAA	Primary Assigned Aircraft
POM	Program Objective Memorandum (even year)
PPBE	Planning, Programming, Budgeting, Execution
PR	Program Review (odd year)
SAD	Aviation Supply Accounting Division
SAG	Sub Activity Group
TACAIR	Tactical Aircraft
TAD	Temporary Additional Duty
TBA	Table of Basic Allowance
TECOM	Training and Education Command
TL	Transmittal
TMS	Type Model Series of Aircraft
TOT	Transportation of Things
TYCOM	Type Commander

14. AC/RC Terminology Crossover

Active Component (AC)	Reserve Component (RC)
Budget OPTAR Report (BOR)	Flying Hour Cost Report (FHCR)
Fund Code 7B	Fuel
Fund Code 7F	Squadron Flight Equipment/Admin Supplies
Fund Code 7L	OMA and IMA Consumables Parts/Supplies
Fund Code 9S	AVDLR – Repairable Component/Assembly
Operational Functional Category (OFC)	Fuel, OMA, IMA and AVDLR
OFC-01	Fuel
OFC-09	IMRL/TBA
OFC-10	Other Aircraft Support, MF, EAF
OFC-21	TAD
OFC-23	TOT
OFC-50	OMA, IMA and AVDLR

GLOSSARY

1. General. The following terms are vital to understanding the Flying Hour Program and the intrinsic tie between the T&R, funding levels, and unit level readiness.

2. Definitions

Activate. In accordance with Joint Publication 1-02.

Aircraft Program Data File (APDF). An 11-year projection that depicts the Primary Aircraft Inventory (PAI) for each unit funded under the aircraft-operating program. Provides the basis for budgeting documents used to provide funding for Naval Aviation operations, maintenance, spare parts, and manpower. It is a budgeting document, not a requirement document. PAI cannot exceed projected inventory in future years.

Appropriation. Authorization by an act of Congress that permits Federal agencies to incur obligations and make payments from the Treasury. An appropriation usually follows enactment of authorizing legislation. An appropriation act is the most common means of providing budget authority (see Budget Authority (BA)). Appropriations do not represent cash actually set aside in the Treasury; they represent limitations of amounts, which agencies may obligate during a specified time period.

Aviation Depot Level Repairable (AVDLR). NAVICP Philadelphia manages 7R Cog repairable material that must return to depot for repair if they are beyond the intermediate maintenance level capability or declared beyond economic repair. AVDLRs are allowance items appropriated by NAVICP using NWCF funds approximately two years before the anticipated need of fleet activities to accommodate for long production lead times. Requisitioning of AVDLRs by squadrons using current FY O&M, N or, in some cases APN-6 funds for initial outfitting or changes in allowances, reimburses the NWCF and allows NAVICP to replenish material. Squadron expenses are reported on the monthly Operating Target Functional Category (OFC-50) Budget Optar Report (BOR) under fund code 9S. The OP-20 reflects AVLDRs under Special Interest Category (SIC) “FA” and is part of the Cost Per Hour calculations.

Aviation Fleet Maintenance (AFM). Organizational and intermediate level maintenance funds granted to procure consumable parts, materials, tools, lubricants and services to repair aircraft, support equipment, or aeronautical components. Squadron expenses are reported on Budget Optar Report (BOR) under fund code 7L. The OP-20 reflects AFM under special interest category (SIC) “FM” and is part of the Cost Per Hour calculations.

BISOG. “Blue in Support of Green” term that identifies appropriations from the SECNAV level that support Marine Aviation.

Budgeted Hour. AN OP-20 term that defines how many hours or hours per crew per month (H/C/M) that is actually funded as a result of the PPBE process.

Contract Maintenance. Aircraft maintenance and support services outsourced to civilian or NWCF activities to support squadron operations when military personnel and/or equipment are not available or as economical as a Contract Field Teams (CFT). Contracts are written and approved at either the fleet command level or NAVAIRSYSCOM and are financially managed at the TYCOM level. The costs are calculated based on fixed and variable estimates. Fixed cost obligate funds regardless of hours flown, while variable costs are determined by planned squadron hours. Contract Maintenance is seen as SIC "FW" on the OP-20 and is part of the cost per hour calculations.

Core Capability. A standardized measure of performance that a MAGTF Commander should expect during sustained contingency/combat operations. Combat flight operations define core capability in terms of daily-sustained sortie rate, or operational coverage, in support of a Mission Essential Task List (METL). This capability is the basis for the number of core skill proficient crews, and flight hours, required to maintain T-2 level readiness.

Core Competency Model. The basic structure which each T&R is built around. The Core Competency Model links community mission statements, METL, Core Capability Statements, Core Skill Proficiency and Combat Leadership requirements. The number of hours, or funding, required is determined by the number of aircrew necessary to execute the tasks stated in METLs and core capability statements.

Core Competency Resource Model (CCRM). Directly links the T&R program with the USMC flying hour and readiness-reporting (SORTS) program. It generates annual sortie and flight hour requirements (broken down by training, support, operational categories) for maintaining selected T-level readiness ratings for each tactical aviation squadron.

Core Model Minimum Requirement (CMMR). The minimum number of crews necessary in each particular core skill for a unit to accomplish its mission and METLs. CMMR and flight leadership requirements are the foundation of a unit's flying hour requirement and are a direct tie to unit level readiness.

Core Skill Proficiency (CSP). The number of individuals, or crews, required to be proficient in each designated core skill. An individual is considered Core Skill Proficient when they have completed, and maintain currency in, the requisite T&R syllabus for that particular core skill.

Cost Per Hour (CPH). The CPH represents the historical as well as the expected maintenance costs to train aircrews to fly one flight hour. It is a summation of fuel, AVDLR, AFM (consumables), and contract maintenance CPH. The historical CPH represents the actual cost reported by squadrons from Budget Optar Reports (BOR) while budgeted CPH signifies an OP-20 calculated estimate based on planned hours for each T/M/S. The budgeted CPH uses the last completed year of execution data as the baseline for OP-20 programming and then escalates the CPH by adjustment sheets, Center for Naval Analysis aircraft aging factor, NAVICP Logistic Engineering Change Proposals and NAVAIR contract estimates. (See definitions in this enclosure). Example; FY03 budgeted CPH was calculated using FY01 actual CPH and inflating it.

FY04 budgeted CPH was calculated using FY02 actual CPH and inflating it.

Crew. As utilized for OP-20 and FHP purposes, a crew is the number of pilots required to fly an aircraft. For a single-piloted aircraft such as the AV-8B, a crew is one pilot. For a dual-piloted aircraft such as the CH-46 or KC-130, a crew is two pilots.

Flight Hour. A flight hour within the OP-20 represents the sum of Training, Support, and Operational hours. Calculating a flight hour requirement is dependent upon the schedule where the T/M/S flies its primary mission.

Future Year Defense Program (FYDP). A five-six year plan born from the PPBE process as a basic planning and programming tool that builds on a previously developed FYDP linking policy, strategy, and objectives to specific forces and major programs for all DOD components. The primary data element in the FYDP is the Program Element (PE).

Intermediate Level Maintenance. AFM functions assigned to ships, MAGs, and MCASs supporting aircraft and other designated aviation units that are separate from squadron (organizational) level routine maintenance functions.

Major Claimant. Budget Submitting Office (BSO) (e.g. CFFC) designated as an administering office under the Operation and Maintenance appropriation, which receive operating budgets directly from the CNO.

Mobilization. In accordance with Joint Publication 1-02 "1. The act of assembling and organizing national resources to support national objectives in time of war or other emergencies. 2. The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency."

Navy Working Capital Fund (NWCF). The NWCF is a revolving fund established to purchase stock material carried in the ship and MALS Supply Officer's stores. The MALS obligate NWCF dollars to provide items for stock issued to all end-use customers. The fund is reimbursed when material is issued for use by charging the customer's OPTAR and crediting the NWCF.

Operating Budget. The annual budget and financial authority of an activity or command containing the resources to perform its mission. TYCOMs subdivide their expense limitation(s) into various operating budgets. Some operating budgets are retained by the TYCOM (e.g., those operating budgets used to fund ships' TAD) and others are issued directly to lower levels of command (e.g., shore activities).

Operating Target (OPTAR). An estimate of the amount of money, which will be required by an operating ship, MAG, staff, squadron, or other unit, to perform the tasks and functions assigned. Commanding Officers may give subordinates a degree of financial responsibility paralleling their other responsibilities by the administrative procedure of issuing OPTARs for funds that are planned for utilization by the subordinate commander. OPTARs are administrative limitations and not legal subdivisions of funds, and the issuing commander retains all legal and accounting responsibility.

OPTAR Functional Category. A system whereby the various categories of O&M, N budgeting and funding are assigned a numerical designator. Each OFC supports a particular function/purpose.

Operation & Maintenance, Navy (O&M,N). An appropriation granted (or authorization) by Congress to Marine Corps and Navy operating forces to include the operations and maintenance of Marine Corps aircraft.

OP-20. A Department of the Navy (DON) planning document published by the Special Assistant for the FHP several times per year to establish the annual flying hours by T/M/S, which is used for FHP funding and fleet planning. Requirements are computed by using historical data and revised with MARFORs input. The OP-20 shows: required hours, crew seat ratios, force structure, and staff hours; budgeted hours; cost per hour by TMS; total costs by budget line item; and total T/M/S costs. See enclosure (3) for detailed methodology.

OFC-01 Petroleum, Oils, Lubricants. Funding for POL consumed in flight operations, flight equipment, and squadron administration in support of the FHP.

Planning, Programming, Budgeting, and Execution (PPBE) System.
A DOD decision-making process to allocate limited resources among many competing requirements within the services and between the services.

Program Objective Memorandum (POM). A biennial document that is a product of the programming phase of the PPBE. POM describes and recommends total DOD component resource and program objectives to SECDEF and is submitted only for even number years. Odd number years are called Program Reviews (PR). While POM cycles represent a new, complete assessment of all requirements across the FYDP, PR cycles are usually a revalidation of the POM.

Schedule A. An OP-20 category that identifies all Program Elements (PE) whose T/M/S primary mission is a TACAIR role. For the Marine Corps, this includes any MAG aircraft except FRS squadron aircraft.

Schedule B. An OP-20 category that identifies all Programs Elements (PE) whose T/M/S are within the Fleet Readiness Squadron (FRS) and whose primary mission is training of Category I-V pilots and aircrews.

Schedule C. An OP-20 category that identifies all Program Elements (PE) with T/M/S identified as Fleet Air Support (FAS) and whose primary mission is command and control and logistics support. Schedule C T/M/S are commonly assigned to the air station and are controlled by the COMCAB/MAW or higher command.

Schedule D. An OP-20 category that identifies all Program Elements (PE) with T/M/S assigned to MARFORRES/4th MAW.

Sortie. As defined in OPNAVIST 3710.7T, a sortie begins when the aircraft first moves forward on its takeoff run or takes off vertically from rest at any point of support and ends after airborne flight when the aircraft is on the surface and either.

NOTE 1: The engines are stopped or the aircraft has been on the surface for 5 minutes, whichever comes first.

NOTE 2: A change is made in the pilot in command.

NOTE 3: For helicopters, a flight begins when the aircraft lifts from a rest point or commences ground taxi and ends after airborne flight when the rotors are disengaged or the aircraft has been stationary for 5 minutes with rotors engaged.

NOTE 4: A sortie is primarily tied to a single aviation event, or T&R code; however it must be associated with a flight-time for purposes of planning and budgeting. The following flight times are the prescribed sortie lengths per T/M/S.

AV-8B	1.1
EA-6B	2.0
KC-130	2.0
AH-1W	1.5
UH-1N	1.5
CH-46E	1.5
CH-53E	1.5
CH-53D	1.5
F/A-18A	1.3
F/A-18C	1.3
F/A-18D	1.3

TYCOM. An intermediate level of command that is directly subordinate to the Combatant Commander. Financial authority is issued by major claimants to TYCOMs in the form of expense limitations.

Type/Model/Series (T/M/S). The specific designation of aircraft used by the military and used by the DON FHP for planning and funding. Type refers to the mission of the aircraft, such as attack (A), fighter (F), etc. Model refers to the particular airframe in that mission category, such as an F-18. The series is a particular configuration within the model, such as CH-53D. The series indicates equipment that is installed on board that gives it individual mission or performance capabilities.